



SPARTANBURG
COMMUNITY
COLLEGE

20092010 *Catalog*





**SPARTANBURG
COMMUNITY
COLLEGE**

**2009-2010
Catalog**

Post Office Box 4386
Business Interstate 85 at New Cut Road
Spartanburg, South Carolina 29305
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www.sccsc.edu

NOTICE TO STUDENTS

Notice of Student Responsibility: The information contained in this Catalog does not constitute a contract between Spartanburg Community College and its students or applicants for admission or any other person. Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information or statement in this catalog. You may view the College's website at www.sccsc.edu for current or the most up-to-date information.

If special accommodations or assistance will be needed, contact Geraldine Brantley, coordinator of student disability services at (864) 592-4818 or call (864) 592-4748 for TDD.

ADA/504 Coordinator and EEO/Title 9 Coordinator: Regina Eaker, SCC director of human resources, (864) 592-4706

Transfer Officer: Celia Bauss, SCC registrar, (864) 592-4754.

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Consumer Information: Write to the office of the vice president of student affairs at SCC for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Catalog contents are subject to change.

English Fluency of Faculty: It is the policy of Spartanburg Community College to employ means to ensure that faculty members whose first language is other than English possess adequate proficiency in writing and speaking the English language. Further, provisions will be made to allow for grievance procedures for students regarding the English fluency of an instructor. Contact the vice president of student affairs for specific procedures.

Facility Services at SCC: Spartanburg Community College offers campus facilities as prime meeting space to local businesses, professional organizations and individuals. Services include accommodations and audio visual services. To schedule an event at Spartanburg Community College, call the president's office at (864) 592-4942. To schedule an event on the Tyger River Campus, including the BMW Center, call the executive director's office at (864) 592-6200.

Non-Discrimination Statement: Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin, or disability in its admission policies, programs, activities or employment practices. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, Spartanburg Community College offers access and equal opportunity in its admission policies, programs, activities or employment practices to individuals with disabilities. No otherwise qualified individual will be denied access or opportunity on the basis of a disability. Students needing accommodations may contact Geraldine Brantley, counselor of student disability services at (864) 592-4818 or call (864) 592-4748 for TDD. The **ADA/Section 504 Coordinator and EEO/Title IX** coordinator is Regina Eaker, SCC director of human resources, (864) 592-4706. She can be reached the SCC central campus, P.O. Box 4386, Spartanburg, S.C. 29305.

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Services to Students with Disabilities: SCC complies fully with section 504 of the 1973 Vocational Rehabilitation Act and the American with Disabilities Act of 1990. Students needing accommodations may contact the Geraldine Brantley, coordinator of student disability services at (864) 592-4818 or (864) 592-4748 for TDD or visit the office in the Student Services Building, room 118. The ADA/Section 504 Coordinator and EEO/Title IX coordinator is Regina Eaker, SCC director of human resources who can be contacted at (864) 592-4706 (voice and TDD).

Transfer Officer: Celia Bauss, SCC registrar, can be contacted at (864) 592-4754.

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Student-Right-To-Know: As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Community College's graduation rate for the fall 2004 cohort is 14.15%. It is important to note that the SRTK is a "cohort" study. It identifies a group of students who are first-time freshman, enrolled full-time in a fall semester and are degree-seeking, and measures their outcomes over a period of time. While SRTK has merit in that it provides a standardized measure of college effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

4-year Average Student-Right-To-Know Completion or Graduation Rate Calculation=17%

(Total Completers within 150% / Adjusted Cohort)

4-year Average Student-Right-To-Know Transfer-Out Rate Calculation= 9%

(Total Transfer-Out Students / Adjusted Cohort)

World Wide Web Address: Spartanburg Community College's homepage address is www.sccsc.edu.

Welcome to Spartanburg Community College!



Since 1963, SCC has met the needs of students in Upstate South Carolina by providing the classes, degrees and services you want and need to be successful. Exciting opportunities abound at Spartanburg Community College, and we are anxious to help you achieve your goals.

As SCC continues its fifth decade of service to the people of Spartanburg, Cherokee and Union counties, we are committed to providing high-quality, affordable education and training to all our citizens. Each year, we serve almost 5,000 credit students in degree, diploma and certificate programs, and more than 15,000 in continuing education and lifelong learning programs. Although our growth has been rapid, we have never forgotten our mission to educate tomorrow's workforce. We offer over 80 credit programs of study and a host of non-credit continuing education opportunities. Whether your goal is to earn an associate degree in arts or sciences and transfer to a four-year university; train for a rewarding job in horticulture, computers, business, health and human services, industrial or engineering technologies; or take a short, intensive training course, you will find SCC dedicated to your success. SCC is committed to academic excellence, as exemplified by our experienced, dedicated faculty. First and foremost is their desire for you to discover and fulfill your potential.

In addition to our credit and non-credit courses, we offer a blend of services and opportunities that you will not find anywhere else in this area. These services include the Advising Center, the Learning Center, the Career Planning and

Placement office, FlexStart classes, SCCOnline classes and Weekend College just to name a few. As you learn more about Spartanburg Community College, you will find that we are the best choice for quality, convenient, affordable education in the Upstate.

To better serve all our students, the College is committed to an aggressive upgrade and expansion of our physical facilities. In 2002, we added 10,000 square feet to the East Building and gave a contemporary look to one of the campus's original buildings. In 2003, we opened a new 60,000 square foot Student Services Building, centralizing student services and many administrative functions, thereby improving our ability to serve students and the community. In fall 2006, the College opened its first satellite campus - the Tyger River Campus - serving residents of western Spartanburg County in Duncan and providing an Accelerated Business Center and Small Business Incubator to the Upstate. In January 2007, a 43,000 square foot Library Learning Resources Center opened allowing for an expanded book collection and more Internet capabilities. Located in the library, the Cuppa Cabeana has become a hub of student activity offering beverages, snacks, games, and comfortable places to relax and study. The College's second satellite campus - Cherokee County Campus - opened in Gaffney in April 2007 with the completion of the SCC Foundation's Business Training Center. The academic building began serving students from Cherokee County in fall 2007. Our Culinary Arts Program opened a new kitchen facility in August 2008 which offers students hands-on learning in a state-of-the-art culinary environment. In fall 2009 we will provide training at a new center in Union County that will offer relevant, accessible and affordable educational programs and services to advance the economic development in that county and the region.

My priority as president is to ensure that the faculty and staff work together to help you accomplish your objectives. *Your success is our success!*

A handwritten signature in dark ink, reading "Dan L. Terhune". The signature is fluid and cursive, with a large, stylized "D" and "T".

Dr. Dan L. Terhune, SCC President

2009-2010 Academic Calendar

Fall Semester 2009

August 17 Classes Begin
September 7..... Labor Day (College Closed)
November 25..... Faculty Optional Day (No Classes)
November 26 - 27 Thanksgiving Holidays (College Closed)
November 30..... Classes End
December 21 - 31; January 1-3 Christmas / New Year Holidays (College Closed)

Spring Semester 2010

January 11 Classes Begin
January 18..... Martin Luther King, Jr. Holiday (College Closed)
March 29 - April 2..... No Classes, Spring Break
April 26 Classes End
May 1..... Graduation

Summer Semester 2010

May 17..... Classes Begin
July 2-4 Independence Day Holiday (College Closed)
July 22 Classes End

The above calendar is an abbreviated version of the full academic calendar for 2009-2010, which can be found in the SCC Registration Guide and the SCC Student Planner & Handbook. Copies of these publications can be found in the SCC admissions center and as well as on the SCC website at www.sccsc.edu.

These dates are subject to change in the case of extenuating circumstances, such as inclement weather. Please check the SCC website at www.sccsc.edu for updates.

An Introduction to the College

Spartanburg Community College Administration

Dr. Dan L. Terhune.....	President
Henry C. Giles	Executive Vice President
Sherrill H. Vaughn	Vice President of Academic Affairs
Dr. David A. Just	Vice President of Corporate & Community Education
Dr. Patricia P. Abell	Vice President of Planning and Information Resources
Ronald Jackson	Vice President of Student Affairs
Kelley P. Jones.....	Executive Assistant to the President & Interim Executive Director of the SCC Foundation
Mike P. Forrester.....	Director of Economic Development
Daryl Smith	Executive Director, Cherokee County Campus
Lynn F. Dale	Executive Director, Tyger River Campus

Spartanburg County

Commission for Technical and Community Education

John Edwards.....	School District No. 1
Tammy C. Devine, Secretary	School District No. 2
Danny T. Phillips, Vice Chairman.....	School District No. 3
Gary Towery, Chairman	School District No. 4
Bruce Johnson	School District No. 5
William G. Sarratt.....	School District No. 6
Rev. James L. Hailstock	School District No. 7
James M. Folk	Member at Large
DeLoris H. Oliver	Member at Large
Thomas F. Hatcher	Member at Large
William D. Gwinn	Member at Large
Dr. Scott Turner.....	Ex-Officio Member
Whit Kennedy.....	Ex-Officio Member

***S.C. State Board for
Technical and Comprehensive Education***

Dan P. Gray	1st Congressional District
W.M. Brantley Harvey, Vice Chair.....	2nd Congressional District
Bettis G. Rainsford	3rd Congressional District
Rev. Benjamin D. Snoddy.....	4th Congressional District
Ralph A. Odom, Jr., Chair	5th Congressional District
Joe W. Pearce, Jr.	6th Congressional District
Robert E. Barnett	Member at Large
Montez C. Martin	Member at Large
Bruce H. Ellis	Member at Large
Guy Tarrant.....	Member at Large

Ex Officio

Jim Rex.....	State Superintendent of Education, State Department of Education
Joe E. Taylor	Secretary of Commerce, S.C. Department of Commerce
Dr. Barry W. Russell	System President South Carolina Technical College System

Accreditations

Spartanburg Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Spartanburg Community College.

The College offers programs accredited by the following:

- Association of Collegiate Business Schools and Programs (ACBSP)
- Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700
- Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, (312) 553-9355
- Commission on Dental Accreditation, American Dental Association
- National Accrediting Agency for Clinical Laboratory Sciences, P.O. Box 75634, Chicago, Illinois 60675-5634, (773) 714-8880, www.naacls.org
- National Automotive Technicians Education Foundation - Automotive Service Excellence
- Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: mail@jrcert.org
- American Society of Health-System Pharmacists
- The American Culinary Federation
- National Association for the Education of Young Children, 1313 L Street NW, Washington, D.C. 20005, www.naeyc.org
- Commission on Accreditation of Respiratory Care, 1248 Harwood Road, Bedford, TX 76021, www.coarc.com
- South Carolina Department of Labor, Licensing and Regulation Board of Nursing (This board is a certifying board for approval of offering the program. It is not an accrediting agency.)
- The National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, (703) 352-4971

College Vision

Spartanburg Community College is the innovative leader in providing relevant, accessible, and affordable educational programs and services to support and improve the economic vitality of our service community.

College Mission

Spartanburg Community College is a public, suburban, two-year comprehensive, open-admission institution of higher education serving the citizens of the upstate counties of Spartanburg, Cherokee and Union in South Carolina. The College advances economic development of the region through programs, services and partnerships that address emerging and continuing employment needs in a rapidly changing global environment. Through excellence in teaching and learning, the College promotes lifelong learning and helps students reach their personal and professional goals.

College Scope

Spartanburg Community College (SCC) implements its mission through programs, services and partnerships that include:

College-Level Credit Programs

SCC serves 5,000 to 7,500 credit students annually through programs leading to associate degrees, diplomas and certificates designed for direct job placement, as well as associate degrees designed for transfer to four-year colleges and universities.

Continuing Education Programs

SCC delivers catalog and customized short-term courses to 15,000-20,000 students annually. The Corporate & Community Education Division provides professional and career advancement programs and courses to business, industry, health care and government agencies. The College also offers non-credit courses for personal enrichment.

Developmental Education Programs

SCC readies students unprepared for college-level courses to enter a program of study that builds academic skills and self-confidence.

Student Development Programs

SCC offers a wide variety of student support services to nurture students' academic, personal and professional growth.

College Values

At Spartanburg Community College, we believe in the worth of individuals and their potential for growth and development.

Values Pertaining to Students:

At SCC, we believe in ...

1. Encouraging students to reach their highest potential and to increase their self-esteem.
2. Stressing students' responsibility in taking an active role in their own learning, growth and development.
3. Fostering a caring environment appropriate for the personal and educational development of adult students.
4. Helping students acquire a work ethic appropriate to their career choice.
5. Promoting a desire for lifelong learning.
6. Instilling a sense of college pride in students.

Values Pertaining to Faculty and Staff:

At SCC, we believe in ...

1. Accomplishing the college mission through teamwork, effective communication and personal accountability.
2. Maintaining a climate of mutual trust and respect.
3. Treating faculty and staff fairly.
4. Giving employees personal responsibility for job performance.
5. Developing professional potential of faculty and staff.

Values Pertaining to Community:

At SCC, we believe in ...

1. Providing timely programs and services that meet the needs of students and area business and industry.
2. Participating as a partner in the community's growth and development.
3. Promoting interactive communication with the community to ascertain needs and distribute information about programs and services.
4. Developing a continuum of educational opportunities by partnering with secondary and postsecondary institutions.

5. Encouraging faculty and staff to serve as leaders and role models in the community.
6. Being accountable to the community for effective use of resources.

Approved by the Spartanburg County Commission for Technical and Community Education on November 20, 2006. Approved by the South Carolina Commission for Higher Education on January 17, 2007.

Student Outcomes

When students graduate from Spartanburg Community College, they must possess the knowledge, skills, and attitudes necessary to successfully secure a job or pursue a career. At a level appropriate to his or her area of study, every graduate of an associate degree program at the College will be able to demonstrate

1. rationality, logic, and coherence, through critical thinking;
2. their ability to express themselves effectively in written and oral communication;
3. their ability to express themselves effectively in quantitative and qualitative terms;
4. their knowledge of the value and significance of diverse cultures;
5. the scientific method of inquiry;
6. their knowledge of global, political, social, economic, and historical perspectives; and
7. their ability to access, retrieve, synthesize, and evaluate information.

Graduates of technical programs will also be able to

1. Demonstrate knowledge of professional work ethics.
2. Demonstrate a knowledge of employer expectations of job seeking, keeping and advancing skills.
3. Demonstrate technical expertise.

SCC Historical Overview

By an act of the South Carolina Legislature in May 1961, an extensive statewide program of technical training was initiated through the establishment of regional Technical Education Centers to aid in the economic development of the state.

In November 1961, Spartanburg County received approval to provide a technical education center for the citizens in its region. The Spartanburg County Commission for Technical Training was formed to guide the development of the new center.

By May 1963, the center occupied its first building at the present site of the Spartanburg Community College central campus. One hundred and fifty students enrolled in nine industrial and engineering technology training programs and an extension course in supervisory development in the fall term, 1963.

From 1963 through 1973 Spartanburg County Technical Education Center experienced rapid growth. Enrollment in academic programs for the 1973 fall term reached 1,342, which included new programs in business, engineering technology and health sciences. Seven of the programs started in the mid-sixties were discontinued by 1973 in response to changing economic development needs.

During this first decade, the center received accreditation by the Southern Association of Colleges and Schools. Also, a second classroom and laboratory building was constructed. The East and West buildings now represented a significant core for future expansion.

SCC Historical Overview continued ...

In 1974, recognizing the institution's broadening scope and depth of academic program offerings, the Center officially became Spartanburg Technical College.

From 1974 through 1984 the College experienced steady growth in enrollment and a period of dynamic change. By the 1984 fall term, enrollment was 1,653. Many new academic programs were added to the curriculum during this second decade and the names and content of some programs were updated to reflect changes in technology. By 1984 the College offered over 40 associate degree and diploma programs. Custom-designed training provided through the College's Continuing Education Division received increased emphasis during this period.

In fall 1980 construction of two additional buildings was completed. The 32,000 square-foot Tracy J. Gaines Learning Resource Center housed the library, media center, bookstore, shipping and receiving, several classrooms, conference rooms, and a 300-seat auditorium. The 20,000 square-foot Industrial Training Facility housed the College's welding and Ford ASSET programs. In 1983 the College purchased a building from Lockwood-Greene Engineers, Inc. and named it the James P. Ledbetter, Jr. Administration Building. By the end of the second decade, the College had acquired a total of 104-acres of land off Interstate Highway 85, and grown to a 264,201 square-foot complex.

The STC Foundation was established in 1983 to provide support for the advancement of the College's mission and to provide funds for student scholarships, faculty and staff development, curriculum upgrades, capital improvements and other institutional advancement requirements. Additional support is provided to the College through equipment loans, gifts of supplies, and in-kind services. The Foundation owns and develops real property in support of campus growth. The SCC Foundation also supports the College with over 30 endowed scholarships.

During the period 1985 through 1995, the College experienced tremendous enrollment growth, with the 1995 fall term reaching over 2,500 students. Academic programs have been consistently reviewed, upgraded, and modernized to reflect current technologies. Developing improved and new partnerships highlighted the third decade. Responding to the governor's 1988 Initiative for Work Force Excellence, Spartanburg Technical College developed the largest workplace basic skills training program in the state.

In fall 1990 the College launched a new University Transfer Program through the establishment of associate degree programs in arts and sciences. This addition to the traditional technical curriculum significantly broadened the College's educational mission. Spartanburg Technical College linked with the Internet in 1994, giving the College direct access to the World Wide Web.

In 1995, SCC began offering courses via distance education to provide flexible educational opportunities to students who prefer to take courses off-campus either through video-based or interactive two-way video.

In fall 1997, the College opened a new satellite location, the Duncan Center, located off Highway 290 at Commerce Park in western Spartanburg County. Designed to offer both curriculum and continuing education classes to individuals and business/industry in the area, the Duncan Center offered evening courses to accommodate busy work schedules. In September 1999, the Duncan Center was dedicated and renamed the Spartanburg Technical College BMW Center.

In 1999, the administrative building boardroom was named the Dr. Benjamin D. Snoddy Conference Room in appreciation of Dr. Snoddy's service to the College. On September 15, 1999, the College broke ground for a new, state-of-the-art health sciences facility, the first construction project at the College in more than 20 years. The Health Sciences Building was completed and open for classes summer 2001. The 70,000 square-foot facility houses classrooms, labs and faculty offices for all health-related programs at STC and will allow for expansion of current programs and development of new offerings.

SCC Historical Overview continued ...

In 2001, the STC distance learning department offered its first two online courses. Experiencing tremendous growth and success, today *SCCOnline* offers over 70 online courses each semester, representing many different academic areas, and several online degrees including the associate in arts, management and interpreter training degrees.

STC broke ground for the new student services facility on August 9, 2001, with a dedication ceremony and open house being held on October 30, 2003. The new 60,000 square-foot facility, named The Dan L. Terhune Student Services Building in honor of STC's president, consolidates all student services in one location. Administrative offices are also located within the building. Renovation to the East Building also began at this time, which includes a 10,000 square-foot addition that houses the Rita Allison Tutorial Learning Center and the Academic Advising Center.

In fall 2004, STC welcomed the Associate Degree Nursing (ADN) Program to meet the growing health care needs of the service area.

With the support of Cherokee County businesses, industries and government agencies, the College began development of a 60-acre campus in Cherokee County in fall 2004. To date, the campus continues to grow and expand, offering the citizens of Cherokee and surrounding counties the opportunity to pursue education and training close to home. The campus includes the following facilities: a 20,000 square-foot academic building which opened in fall 2007; the SCC Foundation's Cherokee Business Training Center, a 14,000 square-foot facility which opened in April 2007 and includes classrooms and a manufacturing training area; and the Freightliner Service and Training Facility, which opened in July 2006.

In November 2005, the College purchased a 360,000 square-foot building on 50-acres of land in Duncan adjacent to the College's BMW Center in a continued effort to offer expanded services to residents and students living in western Spartanburg County. The new facility houses the College's Accelerated Business Center and Small Business Incubator and expands the College's offerings of academic and continuing education classes to the community. In January 2006, the College's west-side facilities were named the Tyger River Campus.

The College broke ground for the academic library building in March 2006 and the new facility - the Library Learning Resource Center - was opened in January 2007. The 43,000 square-foot library offers an expanded book collection, more Internet capabilities and the Cuppa Cabeana coffee bar, offering coffee, tea, sandwiches and snacks and operated by students in the College's business programs. The second floor of the Library houses the humanities and languages department, with classrooms, seminar rooms, labs and faculty office.

In August 2006, Spartanburg Technical College became South Carolina's first community college when it was renamed Spartanburg Community College (SCC). The change came after a unanimous vote by members of the Spartanburg County Commission for Technical Education in response to a resolution by the Spartanburg County Legislative Delegation in support of renaming the institution to better reflect the College's mission. By embracing the community college brand, the College's mission will be more clearly communicated; improve economic opportunities for SCC students and graduates; and positively impact SCC's role in economic development in the Upstate.

In October 2006, the SCC Foundation dedicated the Sallie Barre James Plant Zoo in memory of Sallie Barre James, a dedicated advocate of the SCC Foundation and the mission of the College. In honor of her dedication and passion for the College and animal welfare, the SCC horticulture department designed and constructed the Plant Zoo, a garden featuring plants whose names include references to various animals.

The College's newest ornamental garden, the SCC Foundation's Garden Railroad, was dedicated in May 2007 on the central campus and is the first of its kind associated with a college campus. Located adjacent to the College's Alumni Amphitheater just outside the Library Learning Resource Center, the Garden Railroad was first started by the SCC's hor-

SCC Historical Overview continued ...

ticulture department as a learning opportunity for horticulture students and is a gift to the entire community because of miniature replicas of historical Spartanburg landmarks featured throughout the garden.

In September 2007 SCC announced a new collaborative agreement with the Clemson University International Center for Automotive Research (CU-ICAR) Partnership Office that will offer potential economic benefit to residents of Spartanburg County. SCC will collaborate with the CU-ICAR Partnership Office through the College's Accelerated Business Center/ Small Business Incubator on SCC's Tyger River Campus in Duncan to give companies and entrepreneurs the space to take business innovations to the manufacturing phase and then to the marketplace.

In August 2008 the College unveiled a new kitchen on the central campus offering culinary arts students expanded opportunities for hands-on learning with the latest technology. Located in renovated portions of the East Building, the new facility includes a state-of-the-art teaching kitchen; wireless, smart classrooms; and a unique dining area featuring a television which broadcast students preparing entrees in the nearby kitchen. The additional space will allow for program expansion with plans to begin offering the program's popular buffets to the public by reservation.

Fall semester 2008 brought the launch of a new mechatronics curriculum through TechReady-SC™, a collaboration of five Upstate South Carolina technical and community colleges and the South Carolina Technical College System office supported by a grant from AdvanceSC. This collaborative project represents the critical initiative to create a ready pool of technicians with mechatronics and maintenance skills needed to work in advanced manufacturing.

SCC received a \$300,000 start-up grant from the Wal-Mart Foundation in October 2008 to implement Gateway to College, a national dropout recovery program originally developed by Portland Community College in Oregon. SCC will enroll students in the Gateway to College program in fall 2009.

Spartanburg County Commission for Technical Education Chairpersons

Tracy J. Gaines	1961-1969
James P. Ledbetter, Jr.	1969-1983
Charles R. Sanders	1983-1993
Benjamin D. Snoddy	1993-2001
Hubert C. Dobson	2001-2005

Spartanburg County Commission for Technical and Community Education Chairpersons

James M. Folk	2005-2007
Gary Towery	2007-present

Spartanburg Technical Education Center Directors

P. Dan Hull	1961-1970
Joe D. Gault	1970-1974

Spartanburg Technical College Presidents

Joe D. Gault	1974-1985
Jack A. Powers	1985-1996

Spartanburg Community College President

Dan L. Terhune	1996-present
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The Corporate & Community Education Division

The Corporate & Community Education Division at Spartanburg Community College provides non-credit training to adult citizens of Spartanburg, Cherokee and Union counties in South Carolina to advance and support the economic development of the area. Training is available to citizens 17 years of age and older. Nationally recognized Continuing Education Units (CEU's) are granted to students who successfully complete occupational development courses.

Training is provided to meet various customer needs:

- Occupational Advancement
- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training
- Certification Review
- Personal Development and Enrichment
- Assessment and High Stakes Certification Testing

Student learning is the focus of the Corporate & Community Education Division. Multiple instructional modes are provided for students to maximize learning. Student goal achievement is measured through student evaluation or competency assessment.



The Spartanburg Community College Foundation

The Spartanburg Community College Foundation's purpose is to provide support for the advancement of the College's mission. The SCC Foundation provides funds for student scholarships, faculty and staff development, curriculum upgrades, capital improvements and other institutional advancement needs. Additional support is provided to the College through equipment loans, gifts of supplies, and other in-kind services. The Foundation also provides real property in support of campus growth.

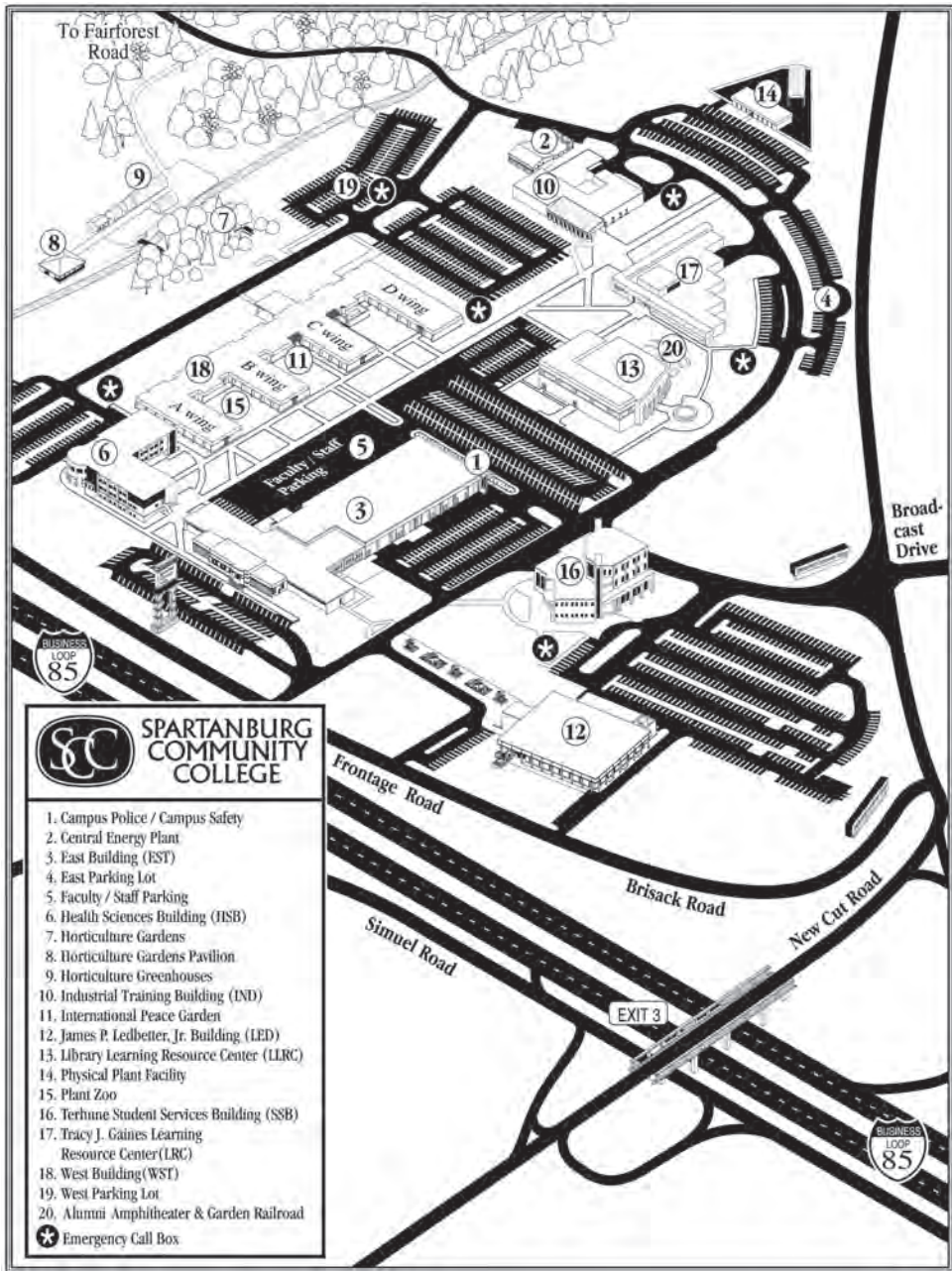
As a 501(c)(3) tax-exempt organization, the SCC Foundation seeks and accepts gifts and contributions to support the College's mission. In December 2008, the SCC Foundation celebrated its 25-year anniversary and boasted donations exceeding \$175,000 to support SCC students, faculty and staff.

The Foundation is home to the SCC Alumni Association which actively keeps SCC graduates connected to their alma mater.



Map of the SCC Central Campus

Business Interstate 85 at New Cut Road / Post Office Box 4386
Spartanburg, S.C. 29305
(864) 592-4800 • 1-866-591-3700



SCC **SPARTANBURG**
COMMUNITY COLLEGE
TYGER RIVER CAMPUS

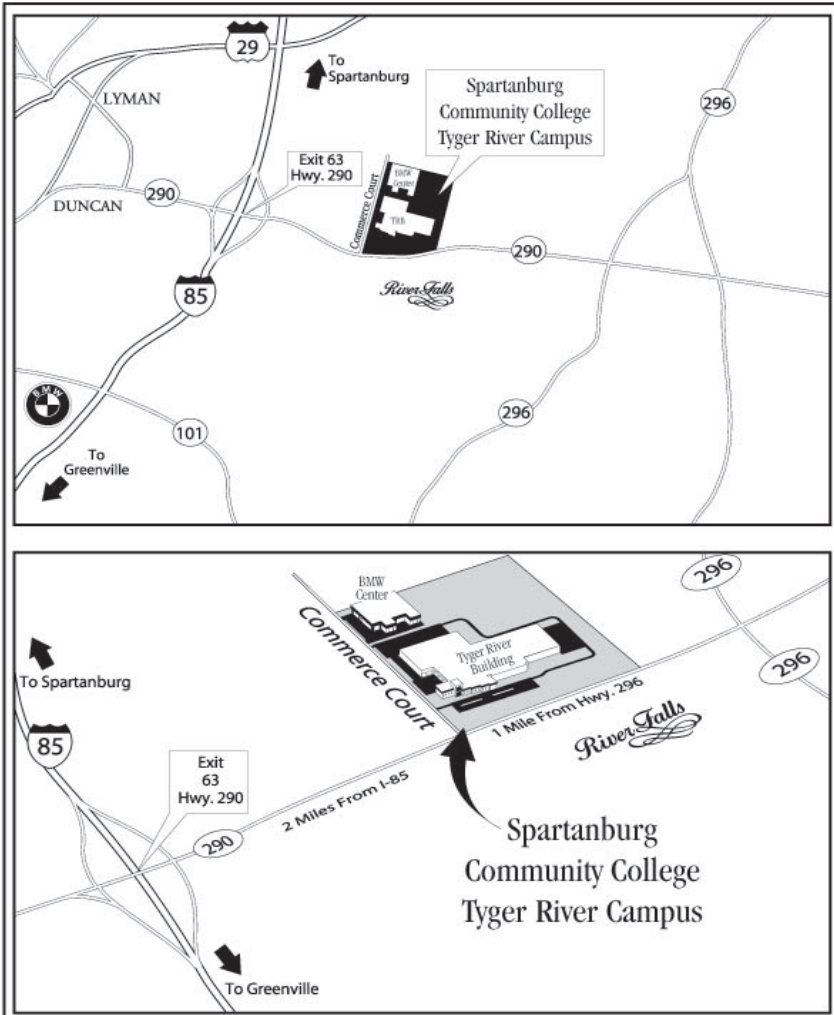
1875 East Main Street (Highway 290)
Duncan, S.C. 29334

Tyger River Campus
(864) 592-6200

SCC Central Campus
(864) 592-4600

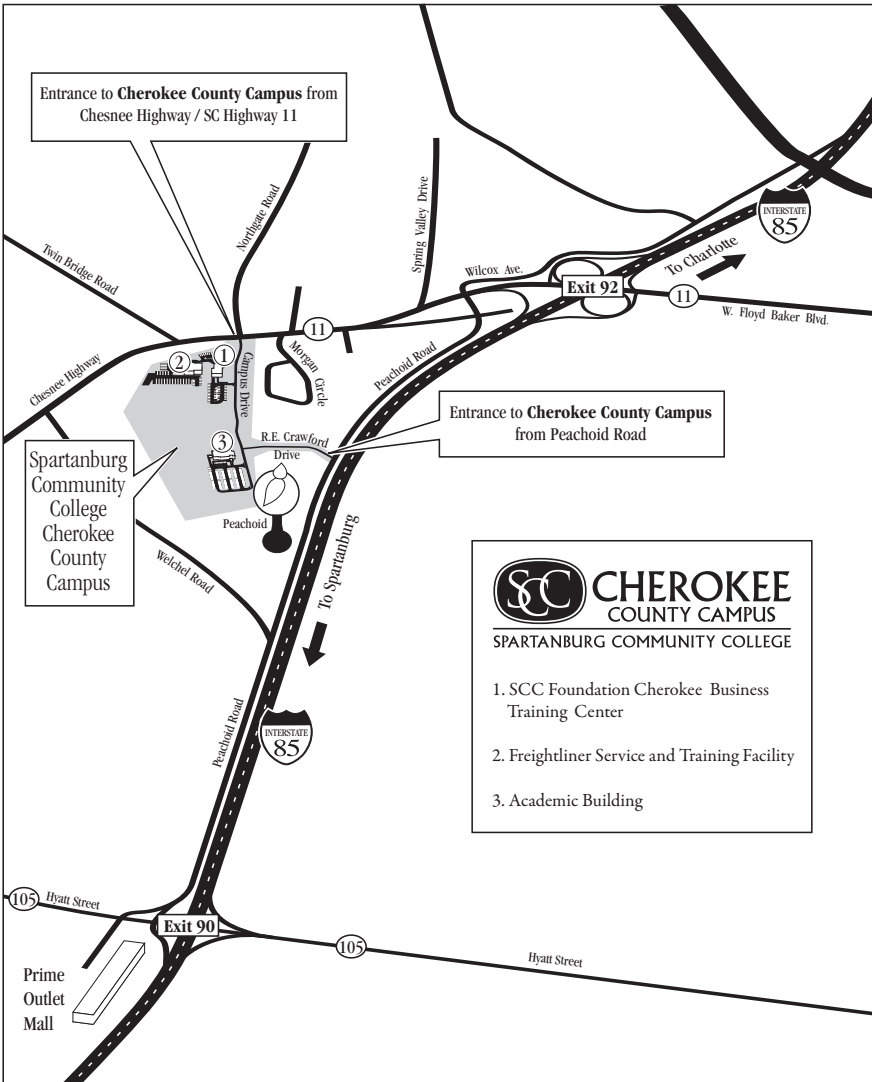
*BMW Center at the
Tyger River Campus*

BMW Center – (864) 592-6100
SCC Corporate & Community Education
Division – (864) 592-4900



SCC **CHEROKEE**
COUNTY CAMPUS
SPARTANBURG COMMUNITY COLLEGE

523 Chesnee Highway (Highway 11)
Gaffney, S.C. 29341
(864) 206-2700 or 1-800-922-3679



Admissions & Financial Aid

Admissions Policies

Spartanburg Community College is an “open door” institution serving the educational needs of all who can benefit from its courses and programs. Open door admission is a practice that admits all citizens who can benefit from available learning opportunities. It places into specific programs of study those students whose potential for success is commensurate with expected standards of performance. Consistent with statutory requirements and existing policies, SCC makes every effort to minimize geographic, financial and scholastic barriers to the kinds of postsecondary programs and services offered by the College.

Admission to specific programs requires that applicants have appropriate educational preparation as measured by skills assessment scores and/or prerequisite courses. When scores indicate that an applicant is not prepared to enter a particular program, he or she will be offered the appropriate course or courses to provide the needed preparation. This preparation may include referral to other schools or agencies to meet specific needs. Information on skills assessment score requirements, including those unique to each of the College’s divisions, is available in the admissions center. Required preparatory course work may extend the length of time necessary for program completion.

SCC is required to validate an applicant's lawful presence in the United States as defined by the S.C. Code of Laws Section 59-103-5. The College will verify lawful presence at the time of application to the College and will verify any alien's immigration status with the federal government pursuant to 8 USC Section 1373(c). An alien unlawfully present in the United States is not eligible to attend a public institution of higher learning in this State.

All documents submitted become the permanent property of Spartanburg Community College.

Application Deadline

Because the demand for some programs of study exceeds the number of openings, students should apply for admission as early as possible. To assure proper processing of application and registration materials and to allow for counseling, advising and orientation, applicants should apply at least four weeks prior to registration.

Regular Admission Requirements

All prospective students applying for admission into a curriculum program at SCC must:

- Complete and submit a SCC Application for Admission (students re-entering after one year must submit a new application), and
- Be 18 years of age or older, and
- Have earned a high school diploma or a GED and provide an official high school transcript that shows a graduation date or provide official GED scores. Applicants who have earned an associate degree or higher from an accredited institution are not required to verify high school graduation or the equivalent provided they

- submit an official college transcript verifying the highest degree earned. Applicants for health and human services programs must submit either a high school or college transcript to verify completion of prerequisite courses (refer to health and human services division special admission procedures, pages 82-85), and
- Complete the ASSET or COMPASS skills assessment. SAT or ACT scores that meet the minimum college requirement are accepted in lieu of skills assessment. Applicants with previous college credit (including credit from SCC) may exempt all or a portion of ASSET or COMPASS. To exempt the writing skills, reading skills or numerical skills portion, the student must have earned credit from an accredited postsecondary institution that includes courses in college-level English, reading or reading-based courses or math with grades of "C" or better. To exempt the algebra skills portion of ASSET or COMPASS, the student must have earned a grade of "C" or better in an algebra course at an accredited postsecondary institution, and
 - Request an official copy of all transcripts be sent to SCC from other colleges or universities attended, and
 - Meet with an admissions counselor prior to official acceptance to the College to review the results of the skills assessment and to discuss campus resources and services.

Any exception for admission must be approved by the SCC vice president of student affairs

Readmission Requirements

Students who are not enrolled at SCC for three consecutive semesters (including summer) and who wish to re-enroll must reapply for admission. Students who want to reapply to the same program must re-enter under the current program guidelines. These guidelines may affect the applicability of completed credit hours for the program and the total credit hours needed for program completion.

Students who have attended another institution during the interim must have an official transcript sent to the admissions center. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes.

Change in Program of Study

SCC students who want to enroll in a new program of study must complete a SCC Request for Program Change form indicating the new program of study.

Residency

For tuition and fee purposes, a resident student is one who has abandoned all prior residences and has been residing in South Carolina for at least 12 months immediately preceding the first day of classes of the semester for which resident status is sought.

The initial determination of residency status is made at the time of admission. The determination made at that time, and any determination made thereafter prevails for each subsequent semester until the determination is successfully appealed. The burden of proof resides with the student to show evidence as deemed necessary

to establish residency status. Appeals and all supporting documentation must be received at least one week prior to the first day of class of the semester for which payment of in-state fees is requested. Inquiries about residency requirements and determinations should be directed to the admissions coordinator. International students are not considered residents of the State until they gain permanent resident status from the Department of Homeland Security.

Students who have not resided in South Carolina for at least 12 months prior to enrolling in classes will be required to pay out-of-state or out-of-country tuition. Persons in the following categories may qualify to pay in-state fees without having to establish a permanent home in the State for 12 months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of classes of the semester for which payment of in-state fees is requested:

Military Personnel and their Dependents

Members of the United States Armed Forces (and their dependents) who are stationed in South Carolina on active duty may be considered eligible to pay in-state fees. Armed forces shall mean federal military personnel in the United States Air Force, Army, Marine Corps, Navy and Coast Guard. When such personnel are ordered away from the state, their dependents may continue to pay in-state fees for an additional 12 months. Such persons (and their dependents) may also be eligible to pay in-state fees for a period of 12 months after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina, and they have resided in South Carolina for a period of at least 12 months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the 12 month physical presence requirement for them or their dependents to qualify to pay in-state fees. To establish South Carolina resident status, such persons must establish residence in accordance with the regulations.

Faculty and Administrative Employees and their Dependent Children and Spouses

Full-time faculty and administrative employees of South Carolina state-supported college and universities are eligible to pay in-state fees. Dependents of such persons are also eligible.

Residents with Full-Time Employment and their Dependents

Persons who reside, are domiciled and are employed full-time in South Carolina and will continue to work full-time until they meet the 12-month requirement are eligible to pay in-state fees, provided that they have taken the steps to establish a permanent home in the state. The dependents of such persons are also eligible.

Residents of North Carolina or Georgia with Full-Time Employment in South Carolina

Residents of North Carolina or Georgia who are employed full-time in South Carolina are eligible to pay in-state fees.

Retired Persons

Retired persons and their dependents who are receiving a pension or annuity and

who reside in South Carolina and have been domiciled in South Carolina as prescribed in the statute for less than a year may be eligible for in-state rates if they maintain residence and domicile in this state.

Persons on terminal leave and their dependents who have established residency in South Carolina may be eligible for in-state rates even if domiciled in the state for less than one year, if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he or she retires.

Special Admission Categories

Admission of Special Applicants Programs (ASAP)

Special Students

Applicants who are 18 years of age or older and wish to enroll in classes to improve their skills but do not wish to pursue a degree, diploma or certificate may enroll on a space available basis. ASAP students are not eligible for VA benefits or financial aid. ASAP students desiring to take technology courses may exempt skills assessment if approval is received from the department head of the technology program in which the course belongs. ASAP applicants whose educational goal is to take a college transfer course for self-enrichment must complete the appropriate section of the skills assessment unless otherwise exempted. If the desired course has a prerequisite, the applicant must verify that the prerequisite has been met. ASAP students may complete up to 15 credit hours prior to completing regular admission requirements. If an ASAP student decides to enroll in a curriculum program, all regular admission requirements must be met.

Applicants whose educational goal is to transfer credit hours to another college or university should apply for regular admission to the College in the Associate of Arts or Associate of Science program.

Transient Students

Students enrolled at other colleges and who wish to take courses at SCC for the purpose of transferring the credit hours back to the home institution may do so by submitting a SCC Application for Admission. It is the responsibility of the student to determine if the courses at SCC will transfer to the home institution. If a transient permission form or a college transcript is not submitted, the applicant must take the appropriate section of the ASSET or COMPASS skills assessment. Transient students are not eligible for VA benefits or financial aid at SCC. Transient students should contact the financial aid and veterans affairs offices at the home institution.

Early Admission Programs

Best Start Program (BSP)

The Best Start Program (formerly the Dual Enrollment Program) is a dual credit program that provides eligible junior and senior high school students who are 16 years of age or older an opportunity to enroll in SCC courses prior to graduation

from high school. Courses include general education and technical areas and may be applied toward many SCC programs of study. Dual credit courses are offered on the campuses of SCC and at participating high schools and career centers. Students receive dual credit on the SCC transcript. Completion of courses in the BSP technical programs does not constitute acceptance into a technical program or waiver of any regular admission requirement for later acceptance into a curriculum program.

All students applying for admission as a BSP student must:

- Complete and submit a Best Start Program Application and Permission Form and a Lottery Tuition Assistance FAFSA Waiver form, and
- Complete the ASSET or COMPASS skills assessment. SAT or ACT scores that meet the minimum college requirement are accepted in lieu of skills assessment.

Any exception for admission under an early admission program must be approved by the SCC vice-president of student affairs.

High School Drop-out Prevention and Recovery Programs

Gateway to College / College LINK Program (Learning Institute for Navigating Knowledge)

Spartanburg Community College, in collaboration with Spartanburg County School Districts 1-7, offers two programs for youth (16-20 years old) who have dropped out or are at risk of dropping out of high school. These programs enable students to earn a high school diploma, awarded by a participating area high school, while achieving college success. Students earn both high school and college credit, up to and including an associate degree, diploma or certificate, awarded by Spartanburg Community College. All courses are college courses taught by college faculty on the central campus or Tyger River Campus. Students also receive comprehensive and individualized support services, including academic and career advising, to help ensure their success. Each program has unique eligibility requirements. Students must meet these requirements and live in a participating school district. For additional information, call (864) 592-4623.

Non-High School Graduates

Applicants who are at least 18 years of age but have not earned a high school diploma or a GED may apply for admission to selected industrial technology certificate programs only. Provisional acceptance into welding; machine tool technology or heating, ventilation, air conditioning and refrigeration technology will be contingent on approved placement or assessment scores and the referral of the student to a local adult education program. Enrollment will be based on concurrent and continuing participation in adult education. A GED or high school diploma must be obtained before a student can apply to graduate from a program.

Business Technology Division and Health and Human Services Division

Refer to page 86-89 for detailed information on special admission procedures for these divisions.

International Students

Any applicant who requests a student visa, transfers from another college under a student visa or possesses a visa other than one approved by the College and the Student and Exchange Visitor Information System (SEVIS) is classified as an international student.

It is recommended that International students complete the regular admission requirements at least one semester prior to enrollment. In addition, international applicants must submit the following:

- An SCC Transfer Clearance Form if you are currently attending another college in the United States and wish to transfer to Spartanburg Community College
- An official English translation of secondary and postsecondary records and transcripts. All international transcripts must be evaluated by an approved evaluation service and sent directly to Spartanburg Community College.
- A score report from Test of English as a Foreign Language (TOEFL) with a minimum score of 500 (paper exam), 173 (computer exam), or 63 (internet exam).
- Original financial documentation as required by the U.S. government (certified or notarized bank letter on official bank stationary dated within the last three months in the amount of \$17,150.00)
- Affidavit of Support (Form I-134)
- Completion of Immigration Fee Remittance Form I-901 and payment of SEVIS fee
- A tuition deposit to cover tuition and fee costs for 2 semesters

An I-20 will be completed and issued to the student by an admissions representative after the applicant completes the above requirements.

Senior Citizens

South Carolina residents who are 60 years of age or older and who are not employed full time may enroll tuition free on a space available basis. The student must meet applicable admission requirements and prerequisites and is responsible for the purchase of course materials, textbooks and supplies and other established fees.

Exemption Policy

The College requires that students must complete at least 25 percent of their core courses in their program of study through instruction offered by the College to receive a degree, diploma or certificate from Spartanburg Community College. Students may earn exemption credit for courses excluding this 25 percent requirement. The College grants exemption credit for program requirements on the following basis:

American Council on Education College Credit Recommendation Service

The College recognizes the American Council on Education College Credit Recommendation Service. The College will evaluate course work for exemption credit if the course content is comparable to the content of a program course or courses offered by the College. The student must present documentation of course completion through an American Council on Education approved agency before the College will evaluate the course work.

Advanced Placement (AP)

Students may receive exemption credit for AP courses completed at the secondary level. The College awards exemption credit for AP Examination scores of 3 or higher. The College must have on file an official copy of the AP Examination score report to award credit.

Articulation (Technical Advanced Placement, TAP)

Students may receive exemption credit for program requirements through the validation of competencies gained at secondary schools. Students seeking exemption credit through articulation should contact the secondary school department head or counselor or the College program department head. The program department head must validate student competencies designated in articulation agreements between the College and secondary schools. Validation of student competencies may include written examinations or other assessment methods.

College Level Examination Program (CLEP)

Credit for subjects in which students are knowledgeable, but have no class standing, can be gained through successful completion of the College Level Examination Program (CLEP) tests. Spartanburg Community College does not administer CLEP exams but will accept scores of CLEP exams administered by other institutions if scores meet minimum standards. SCC does not give credit for CLEP general examinations.

Credit by Examination

Students may receive exemption credit for previous academic work or relevant work experience through formal written or practical examinations. Students may not attempt credit by examination for courses in which they have been previously enrolled (either for credit or audit) or in which they have previously attempted credit by examination. Students seeking exemption credit by examination should contact their program department head to discuss eligibility. The program department head will provide the proper authorization form and refer the student to the subject-area department. The department head of the area in which the student seeks credit will determine eligibility and schedule an exam date. After an exam date has been scheduled, the student should pay the appropriate fee at the business office. The student must present the authorization form and the receipt to the subject-area department head.

Experiential Learning

Students may receive exemption credit for knowledge acquired through work or other experiences external to academics. A student seeking credit for experiential learning should contact his or her program department head who will determine the student's eligibility and provide the authorization form. The teaching faculty in the subject area in which credit is sought will determine the appropriate method of evaluation and the time frame for completion. The department head determines the credit awarded through experiential learning. Methods may include a portfolio or other documentation of acquired knowledge. Once the evaluation has been

scheduled, the students should pay the appropriate fee at the business office. The authorization form and the receipt should be presented to the faculty providing the evaluation. Students may receive credit for a maximum of 25 percent of required program semester hours for experiential learning. Spartanburg Community College makes no distinction between traditional and non-traditional students in the admissions process. Therefore, applicants who meet all College admissions requirements will be eligible to apply for experiential learning credit. Students who have completed qualified courses in the College's Corporate and Community Education Division (CCE) may apply for college credit through experiential learning. Students should contact the CCE Division for information and a list of qualified courses.

International Baccalaureate (IB) Credit

Students (who are first time freshmen) may receive SCC credit for scores of 4 or higher on selected international baccalaureate examinations. The amount of college credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. The College must have on file an official copy of the IB examination score report in order to award credit.

Mixed Enrollment Courses

Spartanburg Community College may choose to enroll both credit and CCE students in the same course. Please contact the CCE office for additional information if you are enrolling in a credit course as a CCE student.

Service Members Opportunity Colleges (SOC)

Spartanburg Community College is a member of the Service Members Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated on a case-by-case basis.

Professional Certifications

Students may receive exemption credit for professional certification. For each professional certification, the appropriate department head will determine the SCC course equivalencies and corresponding certifications required for credit. The student should notify the department head of the program to which the exemption credit is to be applied upon enrolling at SCC. The student must submit his or her original professional certification to the appropriate department head. The department head will complete the authorization form, attach a photocopy of the certification or credential and submit it to the records office.

Fees

No fee is charged to post credits to the transcript for advanced placement credit or credit earned through secondary articulation. Students attempting to earn credit through exemption exams or experiential learning must first be formally accepted by Spartanburg Community College and pay 50 percent of the tuition rate charged for in-county residents per course per credit hour. Exceptions to this will be handled on a case-by-case basis. Students who have completed qualified corporate and community education courses at the College may apply for experiential learning credit and pay a \$20 processing fee.

Transferring Credit Hours to SCC

Students who have earned credit hours from another postsecondary institution may have their transcripts evaluated for transfer credit. The following guidelines apply to awarding of transfer credit:

- An official transcript reflecting credit hours from the granting institution must be on file at SCC,
- Acceptance of transfer credit is determined by the registrar in cooperation with the appropriate department head. SCC normally accepts transfer credit only from accredited colleges (for example, those colleges accredited by the Southern Association of Colleges and Schools or by any of the other parallel regional accrediting agencies). Exceptions are considered on a case-by-case basis,
- Students may receive transfer credit equivalent for no more than 75 percent of required credits in their program,
- Students must have earned a grade of "C" or better in courses presented for transfer credit evaluation.

Statewide Agreement on Transfer and Articulation (Revised 10/2002)

Preface

On May 2, 1996 the Commission of Higher Education approved unanimously the statewide agreement on transfer and articulation. That policy follows this preface in the form of the Regulations and Procedures for Transfer. Minor changes have occurred in the document since its approval. These changes (e.g., the enhancement of the list of universally transferable courses at public institutions from 72 in 1996 to 74 in 1997 and 86 in 2002) are reflected in the document as it appears here.

The policy that was approved on May 2, 1996, also incorporated decisions made by the Commission in 1995 as part of the Commission's implementation of the South Carolina School-to-Work Act. Although the text of the 1996 policy that follows makes reference to documents related to these decisions, these earlier documents have not been printed here since in some cases they are redundant and in other cases they were superseded by events or by the 1996 policy of the Commission. Copies of the documents approved in 1995 that were incorporated into the 1996 policy are, however, still available by contacting the Commission by mail, telephone, or fax at the address listed on the Home Page.

Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina As Mandated by ACT 137 of 1995

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree

programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the associate director for instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two-to four-year public institutions (See Appendix A) will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admission Criteria, Course Grades, GPA's, Validations

2. All four-year public institutions shall issue annually in August, a transfer guide covering at least the following items:

- A. The definition of a transfer student and requirements for admission to both the institution and, if more selective, requirements for admission to particular programs.
- B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure,

for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
 - D. Institutional procedures used to calculate students applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
 - E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
 - F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
 - G. Lists of the institution's Transfer Officer(s) personnel together with telephone and fax numbers, office address and e-mail address.
 - H. Institutional policies related to "academic bankruptcy" (i.e. removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
 - I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.
- A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
 - B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation

examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreement, Completion of the AA/AS Degree

5. The following Transfer Blocks / Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:

- Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
- Business Administration: Established curriculum block of 46-51 semester hours
- Engineering: Established curriculum block of 33 semester hours
- Science and Mathematics: Established curriculum block of 51-53 semester hours
- Teacher Education: Established curriculum block of 38-39 semester hours for early childhood, elementary and special education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the arts, humanities and social sciences or the math and science transfer blocks, as relevant, to assure transferability of coursework.
- Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed registered nurse.

6. Any "unique" academic program not specifically or by extension covered by one of these statewide transfer blocks / agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the arts/social science/humanities or the science/mathematics block. The institution at which such programs is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.

7. Any student who has completed either an associate of arts or associate of science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities transfer block or the Math/Science transfer block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc., and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions.

9. The policy paper entitled *State Policy on Transfer and Articulation*, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these procedures upon their acceptance by the Commission. The staff will also place this document and the appendices of the Commission's home page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their Internet websites:

- A. A copy of this entire document
- B. A copy of the institution's transfer guide

13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its Internet website:

- A. A copy of this entire document.
- B. Provide to the Commission staff in format suitable for placing on the Commission's home website, a list of all articulation agreements that each of the 16 technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:

- A. Publish these procedures in their entirety (except Appendices)
- B. Designate a chief transfer officer at the institution who will:
 - provide information and other appropriate support for students considering transfer and recent transfers
 - serve as clearinghouse for information on issues of transfer in the state of South Carolina
 - provide definitive institutional rulings on transfer questions for the institution's students under these procedures

-work closely with feeder institutions to assure ease in transfer for their students

C. Designate other programmatic transfer officer(s) as the size of the institution and the variety of its programs might warrant

D. Refer interested parties to the institutional Transfer Guide

E. Refer interested parties to the Institutional and Commission on Higher Education's website for further information regarding transfer.

15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/ EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.

18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical college, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit and purpose among the lower-division courses to all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

Appendix A

Statewide Articulation Agreement: Technical College Courses Transferable to Senior Institutions

ACC 101	Accounting Principles I	HIS 201	American History Discovery to 1877
ACC 102	Accounting Principles II	HIS 202	American History: 1877 to present
ANT 101	General Anthropology	MAT 110	College Algebra
ART 101	History and Appreciation of Art	MAT 111	College Trigonometry
ART 105	Film as Art	MAT 120	Probability and Statistics
AST 101	Solar System Astronomy	MAT 122	Finite College Math
AST 102	Stellar Astronomy	MAT 130	Elementary Calculus
BIO 101	Biological Science I	MAT 140	Analytical Geometry & Calculus I
BIO 102	Biological Science II	MAT 141	Analytical Geometry & Calculus II
BIO 210	Anatomy and Physiology I	MAT 240	Analytical Geometry I & Calculus III
BIO 211	Anatomy and Physiology II	MAT 242	Differential Equations
BIO 225	Microbiology	MUS 105	Music Appreciation
CHM 110	College Chemistry I	PHI 101	Introduction to Philosophy
CHM 111	College Chemistry II	PHI 105	Introduction to Logic
CHM 112	College Chemistry II	PHI 106	Logic II Inductive Reasoning
CHM 211	Organic Chemistry I	PHI 110	Ethics
CHM 212	Organic Chemistry II	PHI 115	Contemporary Moral Issues
ECO 210	Macroeconomics	PHY 201	Physics I
ECO 211	Microeconomics	PHY 202	Physics II
ENG 101	English Composition I	PHY 221	University Physics I
ENG 102	English Composition II	PHY 222	University Physics II
ENG 201	American Literature I	PHY 223	University Physics III
ENG 202	American Literature II	PSC 201	American Government
ENG 203	American Literature Survey	PSC 215	State and Local Government
ENG 205	English Literature I	PSY 201	Introduction to Psychology
ENG 206	English Literature II	PSY 203	Human Growth & Development
ENG 208	World Literature I	PSY 208	Human Sexuality
ENG 209	World Literature II	PSY 212	Abnormal Psychology
ENG 214	Fiction	SOC 101	Introduction to Sociology
ENG 218	Drama	SOC 102	Marriage and the Family
ENG 222	Poetry	SOC 205	Social Problems
ENG 230	Women in Literature	SOC 206	Social Psychology
ENG 260	Advanced Technical Communications	SOC 210	Juvenile Delinquency
FRE 101	Elementary French I	SOC 220	Sociology and the Family
FRE 102	Elementary French II	SOC 235	Thanatology
FRE 201	Intermediate French I	SPA 101	Elementary Spanish I
FRE 202	Intermediate French II	SPA 102	Elementary Spanish II
GEO 101	Introduction to Geography	SPA 201	Intermediate Spanish I
GEO 102	World Geography	SPA 202	Intermediate Spanish II
GER 101	Elementary German I	SPC 205	Public Speaking
GER 102	Elementary German II	SPC 210	Oral Interpretation of Literature
HIS 101	Western Civilization to 1689	THE 101	Introduction to Theater
HIS 102	Western Civilization Post 1689		

Spartanburg Community College courses are shown in **bold**. State approved transfer courses not currently listed in the SCC catalog are shown in *italics*. (Revised 12-08.)

Financial Aid

Operating Principles

Financial aid programs exist to help students who would be otherwise unable to attend college. In addition to grants and loans, our programs reward students for academic achievements and provide wages for students performing essential college services. To participate in federal student financial aid programs, SCC is required by federal regulation to coordinate the delivery of all funds from all sources to students. Students who receive aid in addition to federal student financial aid are required to report the amount and source to the financial aid office.

When and How to Apply

To determine whether a student is eligible for a federal financial aid program, South Carolina Need Based Grant or Lottery Tuition Assistance, the student and his or her family must complete the *Free Application for Federal Student Aid (FAFSA)*. The address for FAFSA on the Web is www.fafsa.ed.gov. You and your parent (if dependent) should apply for a PIN at www.pin.ed.gov prior to starting FAFSA on the Web so that you may sign your application electronically. SCC's Title IV school code is 003994.

The FAFSA must be completed once per year between January and May for the following school year. The school year consists of the fall semester (begins in August), the spring semester (begins in January) and the following summer semester (begins in May). **The priority deadline is May 1.**

How Does The Process Work

The student completes the FAFSA and includes SCC's Title IV school code, 003994. After submitting the FAFSA, the student will receive a Student Aid Report (SAR), and SCC will receive the application data electronically.

If additional information is needed to complete a student's file, her or she will receive an email to their SCC email account. Items needed can be viewed through the SCC Portal in WebAdvisor under Financial Aid, then My Documents. Submit the requested information as soon as possible and make sure all documents are signed.

Once the student's file is complete, her or she will receive an email to their SCC email account. The student can view or print their financial aid award letter and all financial aid award letter inserts through the SCC Portal in WebAdvisor under Financial Aid. Read everything thoroughly.

Communication with Students

The SCC Portal provides online services to SCC students such as student email accounts, campus announcements, message boards, calendars and discussion groups. Through WebAdvisor in the SCC Portal, students may access personal records such as class schedules, grades, transcripts and financial aid information, and register for classes as well.

The majority of communications from financial aid will be sent to student SCC email accounts. Students must review their email and announcements regularly through the SCC Portal to ensure they have the latest information about their financial aid status.

Determination of Financial Need

SCC's financial aid programs assist students who have financial need as determined by the federal processor. One of the principles behind need-based aid is that students and their families should pay for educational expenses to the extent they are able. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the College.

The total costs of attendance (student budget) are estimates of the total costs a student incurs as a full-time student for the nine-month academic period. These costs include tuition, fees, books, supplies, personal and transportation expenses. Samples of student budgets for 2009-2010 follow.

<u><i>Spartanburg County Resident:</i></u>	<u><i>With Parent</i></u>	<u><i>All Others</i></u>
Tuition/ Fees	\$3,496	\$3,496
Books/Supplies	\$1,000	\$1,000
Room/Board	\$2,119	\$5,790
Personal	\$2,763	\$2,763
Transportation	\$2,212	\$2,212
Total	\$11,590	\$15,621

<u><i>Cherokee County Resident:</i></u>	<u><i>With Parent</i></u>	<u><i>All Others</i></u>
Tuition/ Fees	\$3,496	\$3,496
Books/Supplies	\$1,000	\$1,000
Room/Board	\$2,119	\$5,790
Personal	\$2,763	\$2,763
Transportation	\$5,161	\$5,161
Total	\$14,539	\$18,210

<u><i>Out-of-County Resident*</i></u>	<u><i>With Parent</i></u>	<u><i>All Others</i></u>
Tuition/ Fees	\$4,360	\$4,360
Books/Supplies	\$1,000	\$1,000
Room/Board	\$2,119	\$5,790
Personal	\$2,763	\$2,763
Transportation	\$5,161	\$5,161
Total	\$15,403	\$19,074

*Out-of-State Resident includes the same components as Out-of-County Resident with the exception of tuition/fees. Tuition/fees are subject to change each year.

Student Eligibility Requirements

A student must meet the following eligibility requirements to receive federal assistance:

- Be enrolled or accepted for enrollment in an eligible program
- Be a regular student

- Have a high school diploma or GED (SCC does not disburse aid to students under the ability-to-benefit regulations)
- Be a U.S. citizen or eligible non-citizen
- Not be a member of a religious community that directs the program of study or provides maintenance (except for unsubsidized Stafford loans)
- Be registered with the Selective Service (males only)
- Not be in default on a federal student loan borrowed for attendance at any institution
- Not have borrowed in excess of federal loan limits
- Not owe a repayment on a federal grant or scholarship received for attendance at any institution
- Maintain satisfactory academic progress
- Not be enrolled concurrently in an elementary or secondary school
- Provide a valid social security number

Eligible Programs/Courses and Enrollment Status

A student must enroll in an eligible program to receive any type of federal aid. General Education Development (GED), continuing education courses and courses taken by ASAP students are not eligible courses. Audited classes will not be considered in determining a student's enrollment status. Enrollment status can only consist of those courses required for graduation or as a prerequisite for courses required in the program. Academic advisors may report to the financial aid office any student who is enrolled in a class that is not required for his or her program of study.

The amount in the original award notification is based on full-time enrollment. A student who is not full-time will have his or her award reduced based on the actual number of credit hours enrolled. Remember that students who are not full-time do not pay as much for tuition and fees. A student's enrollment status is determined through the census date of each semester. Adjustments, including complete withdrawal of aid, are made based on the enrollment status through the census date. All the terms in a semester are combined to determine the enrollment status for that semester. Full-time status consists of enrollment in a minimum of 12 credit hours. Three-quarter time status consists of enrollment in 9 to 11 credit hours. Half-time status consists of enrollment in 6 to 8 credit hours. Less than half-time status is enrollment in 1 to 5 credit hours.

How A Student Receives Assistance

A student who applies in time and is eligible can use financial aid award(s) (excluding Federal Work Study, FWS) to pay tuition and fees and to make purchases in the Book Inn. Funds available after tuition, fees, books and /or supply expenses have been paid will be disbursed by the business office. Dates will be printed in the *SCC Student Planner & Handbook* and in the *SCC Registration Guide*. All financial aid awards are considered estimated awards until aid transmits to student accounts in the SCC business office

Students who receive a federal work study award and obtain employment through this program are paid once a month.

Transferring

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA released to the new college.

Students transferring to Spartanburg Community College must request a duplicate student aid report (SAR) if the results of the FAFSA have not been released to SCC. SCC's Title IV school code is 003994. It is the student's responsibility to notify the financial aid office of prior attendance at another post-secondary school.

Summer Aid

Financial aid for summer is available to those students who qualify and will be awarded separately from the fall and spring semesters. Students do not have to complete another FAFSA just for summer if they have already applied for the previous award year. If a student begins classes during a summer semester, he or she must complete the FAFSA for the current award year and complete the FAFSA for the next award year which begins with the fall semester.

Summer funding is limited and not all funds are available during the summer. Federal Pell Grant is available only if the student has not been enrolled full-time during the previous fall and spring semesters. The S.C. Need Based Grant, the LIFE Scholarship and the S.C. Teacher Loan are not available during the summer semester. Lottery Tuition Assistance is not available if the student received a LIFE Scholarship during the previous fall or spring semester.

All federal financial aid awards for the summer semester can be viewed on Web-Advisor after March 1. Lottery Tuition Assistance awards for the summer will be made by April 1 or when the state determines the award amount.

Satisfactory Academic Progress (SAP)

Students receiving financial assistance through a federal program or S.C. Need Based Grant must be making satisfactory progress toward a degree, diploma or certificate. The financial aid office must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility. The SAP status will be evaluated after each semester in which the student was enrolled. Students placed on financial aid probation or suspension will be notified by an email to their SCC email account.

Completion Rate and Grade Point Average (GPA)

- The minimum completion rate requires students to earn at least 67 percent of the cumulative credit hours attempted.
- Courses with grades of F, W, WF, I and U are not considered completed courses.
- Students are also required to maintain a GPA as defined by the College in the Academic Standards of Progress (refer to the Academic Procedures section of this Catalog).

- Students are placed on financial aid probation if the completion rate is less than 67 percent or if they are placed on academic probation. (See Probation below.)

Length of Eligibility

- Students may receive financial aid for 1.5 times the published length of their program of study.
- For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted ($60 \times 1.5 = 90$).
- Transfer hours are added to the total hours attempted at SCC to assess the length of eligibility.
- Students may repeat a course, but repetitions will count toward the length of eligibility.
- Once the maximum number of hours is attempted, students are placed on financial aid suspension.
- To reestablish eligibility, students must have an approved appeal. (See Appeals below.)

Program Changes

- Students are allowed two program of study changes before completing a degree, diploma or certificate. If after the second program of study change the student's cumulative GPA is below 2.0, they are placed on financial aid suspension.
- To reestablish eligibility, students must have an approved appeal. (See Appeals below.)

Probation

- The minimum credit hour completion rate and the GPA standard are assessed at the end of each term. If a student does not make the minimum grade point average and /or complete the minimum number of credit hours required, they will be placed on financial aid probation for the next term attended.
- Financial aid eligibility continues during the probationary term.
- To remain eligible after the probationary period, students must take at least 6 credit hours, complete 100 percent of the attempted hours and have at least a 2.0 term GPA. If the student does not meet these standards, they will be placed on financial aid suspension. (See Suspension for Failing to Meet Probationary Standards below.)

Possible Probation Outcomes

- (1) If students meet the probationary standards, are not on academic probation and have a completion rate of at least 67 percent of the cumulative hours attempted, they will be removed from financial aid probation and must continue to meet this policy.
- (2) If students meet the probationary standards and the GPA is such that they remain on academic probation, they will continue on financial aid probation and must continue to take at least 6 credit hours, complete 100 percent of the attempted hours and have at least a 2.0 term GPA. Students will be removed from financial aid probation once the GPA is within the Academic Standards of Progress required by their program and the completion rate is at least 67 percent of the cumulative hours attempted.
- (3) If students meet the probationary standards, are not on academic probation and have a completion rate that is less than 67 percent of the cumulative hours

attempted, they will continue on financial aid probation and must continue to take at least 6 credit hours, complete 100 percent of the attempted hours and have at least a 2.0 term GPA. Students will be removed from financial aid probation once the GPA is within the Academic Standards of Progress required by their program and the completion rate is at least 67 percent of the cumulative hours attempted.

Suspension for Failing to Meet Probationary Standards

- To reestablish eligibility you must submit and have an approved appeal after completing a term at SCC without financial assistance. During the term you attend without financial assistance, you must take at least 6 credit hours, complete 100 percent of the attempted hours and have at least a 2.0 term GPA.
- Exceptions to this policy will be allowed only if you encountered some type of extenuating circumstance during the probationary term that hindered you from meeting the probationary stipulations.
- Examples of acceptable extenuating circumstances include: prolonged hospitalization during the probationary term, death in the family during the probationary term or change in work hours that conflicted with the class schedule during the probationary term. Because you are aware prior to the probationary term that you must meet the probationary stipulations, extenuating circumstances do not include being a single parent or working full-time while attending school.
- You are advised to solve your difficulties prior to registering for the probationary term.

Appeals

- Appeals for suspension of financial aid are reviewed by the Financial Aid Appeals Review Committee.
- The number of appeals will be limited to two (2) per student and forms may be obtained from the financial aid office.
- If the Committee determines that justifiable evidence of extenuating circumstances exists, a student may receive an extension of financial aid eligibility. The types of aid for which eligibility is extended may be determined by the Committee.
- Appeals for length of eligibility or program changes should include from the academic advisor a signed statement showing the remaining classes needed to complete your program of study and an anticipated completion date. This documentation should be submitted with your appeal.
- If you are academically suspended, you must be readmitted to the College and eligible to register before any appeal will be allowed.

Sources of Financial Aid

(Funding for programs is contingent on federal and state approval. These guidelines may not be inclusive of all eligibility criteria and are subject to change.)

Federal Pell Grant (FPELL)

The Federal Pell Grant is a program for students who have not previously received a baccalaureate degree. Eligibility is based on the student's resources and determined by a formula developed by the U.S. Department of Education.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is a program from which students may obtain up to \$4,000 each year depending on their financial need, the availability of FSEOG funds at SCC and the amount of other aid received. The average award for an SCC student is \$400 per year.

Academic Competitiveness Grant (ACG)

ACG is a federal program designed to encourage high school students to participate in a rigorous high school curriculum to be better prepared for college. To be eligible, a student must be a Federal Pell Grant recipient and have completed a rigorous high school program of study. Students enrolled in their first academic year must have graduated from high school after January 1, 2006. Students enrolled in their second academic year must have graduated from high school after January 1, 2005.

The award amount for students in the first academic year of the program of study is \$750 per year. The award amount for students in the second academic year of the program of study is \$1,300 per year. To receive an ACG for the second academic year of the program of study, the student must earn at least 24 credit hours and have a minimum, cumulative GPA of 3.0 and continue to meet all other eligibility criteria.

Federal Work Study Program (FWS)

The Federal Work Study Program is a federal student aid program that provides part-time jobs for eligible students. Since positions are limited, students should apply early. Interested students must complete the Free Application for Federal Student Aid (FAFSA) and an application for federal work study.

South Carolina Need-Based-Grant (SCNBG)

The South Carolina Need Based Grant program is designed to provide additional financial aid assistance to South Carolina's neediest students. The maximum award is \$2,500 for a full-time student. The FAFSA is the only application required.

For **continued eligibility** for the next academic year, students enrolled full-time during the fall and spring semesters must earn a minimum of 24 credit hours during the academic year. Students enrolled part-time during the fall and spring semesters must earn a minimum of 12 credit hours during the academic year. Students enrolled in a combination of full-time and part-time during the fall and spring semesters must earn a minimum of 18 credit hours during the academic year. Students must also meet the financial aid office's satisfactory academic progress policy and maintain a minimum cumulative GPA of 2.0. Students must complete the Free Application for Federal Student Aid (FAFSA), their financial aid file and earn the required credit hours each year while SCNBG funds are still available.

Federal Stafford Loans

The Federal Stafford Loan is a low interest loan made by a lender. To determine eligibility, a student must complete a FAFSA and the College's financial aid process, a Stafford Loan Request form, a Master Promissory Note (MPN) and entrance loan counseling.

A **Subsidized** Stafford Loan is awarded on the basis of financial need. No interest payments are required before repayment begins or during an authorized period of deferment. The federal government “subsidizes” the loan during these periods by paying the interest for the student.

An **Unsubsidized** Stafford Loan is not awarded on the basis of financial need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If interest is allowed to accumulate, it will be capitalized which means the interest will be added to the principal amount. Then interest will be charged based on this higher amount. Capitalization will increase the amount that must be repaid. If the student chooses to pay the interest as it accumulates, loan payments will cost less.

A student must be enrolled in at least 6 credit hours each semester and be in an eligible program. Repayment begins six months after graduating or dropping below half-time enrollment. This six month period is referred to as a grace period.

The financial aid office will counsel students as to the types of loans for which they are eligible and as to the amount they may borrow. Before a loan is certified, the student must complete an online entrance loan counseling session, and upon graduation or ceasing to be enrolled at least half-time, the student must complete an exit loan counseling session.

S.C. Teachers Loan Program (SCTL)

The S.C. Teacher Loan program was established by the State of South Carolina through the Education Improvement Act of 1984 to entice talented and qualified students into the teaching profession and is administered through S.C. Student Loan (SCSL). This loan is cancelled by teaching in South Carolina public schools in an area of critical need.

To receive a SCTL, a student must apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) and be considered for all types of aid, including grants and Lottery Tuition Assistance. Students must have a completed financial aid file and then complete the SCTL application process by the June 1 deadline. After this date, applications will be accepted if funding is available.

Eligibility requirements, application process, award amounts, forgiveness and repayment information is available in the financial aid office or online at www.sccsc.edu/finaid. For additional information, a student may also visit S.C. Student Loan’s website at www.scstudentloan.org.

Legislative Incentives for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the State of South Carolina. To be eligible, a **first-time freshman** must have earned a minimum 3.0 high school cumulative grade point average on a 4.0 scale; have graduated from a high school located in South Carolina, an approved home-school program (as defined in the State Statute, Sections 59-65-40, 45, and 47) or a preparatory high school

located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student; be a legal resident of South Carolina; be a U.S. citizen or an eligible non-citizen; have no felony convictions; not owe a repayment to a federal or state grant or be in default on any state or federal student loan; enroll as a full-time student (minimum of 12 non-remedial credit hours per semester) in a degree, diploma or certificate program that meets the U.S. Department of Education's federal regulations; and submit the final, official high school transcript to the SCC admissions center. A student who has been adjudicated delinquent, convicted or pled guilty or nolo contendere to any second or subsequent alcohol / drug related offense will be ineligible for one academic year from the date of the adjudication, conviction or plea.

A **continuing student** may gain eligibility by earning at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution (whether or not enrollment was continuous) and by achieving a minimum cumulative, collegiate GPA of 3.0. A continuing student must have earned a GED diploma or have graduated from a high school located in South Carolina, an approved home-school program (as defined in the State Statute, Sections 59-65-40, 45, and 47) or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student; be a legal resident of South Carolina; be a U.S. citizen or an eligible non-citizen; have no felony convictions; not owe a repayment to a federal or state grant or be in default on any state or federal student loan; and enroll as a full-time (minimum of 12 non-remedial credit hours per semester) student in a degree, diploma or certificate program that meets the U.S. Department of Education's federal regulations. If a student has attended another post-secondary institution, official transcript(s) from each institution attended must be submitted to the SCC admissions center. A student who has been adjudicated delinquent, convicted or pled guilty or nolo contendere to any second or subsequent alcohol / drug related offense will be ineligible for one academic year from the date of the adjudication, conviction or plea.

A **transfer student** must have earned at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous and must have achieved a minimum cumulative, collegiate GPA of 3.0. A transfer student must have earned a GED diploma or have graduated from a high school located in South Carolina, an approved home-school program (as defined in the State Statute, Sections 59-65-40, 45, and 47) or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student; be a legal resident of South Carolina; be a U.S. citizen or an eligible non-citizen; have no felony convictions; not owe a repayment to a federal or state grant or be in default on any state or federal student loan; and enroll as a full-time (minimum of 12 non-remedial credit hours per semester) student in a degree, diploma or certificate program that meets the U.S. Department of Education's federal regulations. An official transcript(s) from

each post-secondary institution attended must be submitted to the SCC admissions center. A student who has been adjudicated delinquent, convicted or pled guilty or nolo contendere to any second or subsequent alcohol / drug related offense will be ineligible for one academic year from the date of the adjudication, conviction or plea.

To have the scholarship **renewed** for a second academic year, the student must:

- earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if eligibility began during a spring semester), and
- achieve a minimum cumulative, collegiate GPA of 3.0 (excluding grades for remedial courses and excluding grades for any non-remedial courses earned prior to the spring semester if eligibility began during a spring semester), and
- have terms of eligibility remaining.

A student may receive the LIFE scholarship for two semesters if enrolled in a one-year program or for four semesters if enrolled in a two-year program.

The LIFE Scholarship cannot be disbursed for a summer term and cannot be used for continuing education or remedial (transitional) courses. Zero level, 100 level, COL 101 and ESL 102 are considered remedial courses. A student who must take remedial classes and cannot receive the LIFE Scholarship will have the LIFE Scholarship available for the next semester if the student is enrolled in a minimum of 12 non-remedial credit hours. The student may defer the LIFE Scholarship for up to 1 year because of remediation. A student receiving a Palmetto Fellow Scholarship is not eligible for a LIFE scholarship. A student receiving a LIFE Scholarship is not eligible for Lottery Tuition Assistance. A student must sign a certification form each year, and award letters are mailed by mid-July for the following academic year. Questions about eligibility for the LIFE Scholarship should be directed to the LIFE Scholarship Coordinator in the financial aid office.

Lottery Tuition Assistance Program (LTAP)

The Lottery Tuition Assistance Program is funded by the State of South Carolina. To be eligible to be **awarded** LTAP, students must complete a Free Application for Federal Student Aid (FAFSA) and the College's financial aid process; qualify for in-state tuition; be a U.S. citizen or an eligible non-citizen; be enrolled or accepted for enrollment in a degree, diploma, or certificate program; not owe a repayment to a federal or state grant program; and not be in default on a federal student loan. The amount a student is awarded is based on the number of hours in which he or she enrolls; students must be enrolled in at least 6 credit hours per semester and continue to meet all the eligibility criteria outlined above to remain eligible for the award. If a student has attempted 24 credit hours, he or she must have earned a minimum cumulative GPA of 2.0 prior to the fall semester of an academic year. A student cannot receive LTAP for more than one certificate, diploma or degree earned within any five year period unless the additional certificate, diploma or degree constitutes progress in the same field of study.

The amount students can **use** toward tuition and fee charges is based on the amount of these charges remaining on the account *after* Federal Pell Grant, FSEOG, ACG,

NGCAP or S.C. Need Based Grant has transmitted to their accounts. If a student receives the LIFE Scholarship or a tuition waiver, he or she will not receive the LTAP award. The LTAP award will be credited to an account before any SCC scholarship, outside scholarship, Federal Stafford Loan or SCTL so that students can use these award(s) for books or receive a cash disbursement. Lottery Tuition Assistance cannot be used for books or supplies or be disbursed to the student by check.

South Carolina National Guard College Assistance Program (NGCAP)

This program was established to provide financial assistance to members of the South Carolina Army and Air National Guard. NGCAP covers the cost of attendance as defined by federal regulations up to a maximum of amount each award year. The maximum amount will be made annually by the S.C. Commission on Higher Education (CHE). Students who have earned a bachelor's or graduate degree are not eligible.

To qualify, the student must be in good standing with the active National Guard at the beginning of each academic year and remain a member in good standing throughout the entire academic year, maintain satisfactory academic progress, be a U.S. citizen or a legal permanent resident and satisfy additional eligibility requirements as may be promulgated by CHE. The S.C. National Guard is responsible for providing a list of all eligible Guard members to CHE which will in turn notify the College. To be awarded, the student must be on the list from CHE.

Scholarships

All academic scholarships are administered through the Spartanburg Community College Foundation and the financial aid office. Selection of recipients is made by the Spartanburg Community College Scholarship Committee (except in the case where an established set of guidelines provide for a special selection committee). Students may obtain a scholarship application from the financial aid office or from the College's website. More information about scholarships can be found in a financial aid brochure (available in the financial aid office or online) or on the financial aid office's website at www.sccsc.edu/finaid.

Other Assistance

Technical / Health Scholars

Students applying for these sponsorships must meet the following requirements:

- be fully accepted into an appropriate business, industrial or engineering technology or health and human services associate degree program,
- meet scholars application criteria,
- agree to comply with all sponsoring employer's requirements and successfully complete the sponsoring employer's interview process and other required screenings.

These sponsorships cover all college tuition, fees, textbooks and required supplies and provide paid, part-time jobs for selected students. Sponsoring employers make the final decision on sponsorship recipients based upon employer needs and the student's qualifications. Students interested in Technical / Health Scholars should contact the SCC admissions center.

S.C. Vocational Rehabilitation

South Carolina residents with vocational disabilities may qualify for assistance from the South Carolina Department of Vocational Rehabilitation. In Spartanburg call (864)585-3693.

Free Tuition for Children of Certain War Veterans

A child of a wartime veteran may be eligible to receive this benefit. Eligibility and application information may be obtained from any County Veterans Affairs Office or from the Governor's Office, Division of Veteran Affairs, 1205 Pendleton Street, Columbia, S.C. 29201. Call (803) 255-4317 or (803) 255-4256.

Veterans' Assistance

Spartanburg Community College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U.S. Code of Federal Regulations, for the following VA educational benefits: New G.I. Bill - Active Duty Educational Assistance Program (Chapter 30), New G.I. Bill - Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), Vocational Rehabilitation (Chapter 31), Reserve Educational Assistance Program (Chapter 1607) and the Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33).

The U.S. Department of Veteran Affairs is the only agency that can determine eligibility for and award this benefit. To determine eligibility, call the VA Regional Office at 1-888-442-4551. Then, contact SCC's office to obtain the appropriate forms for certification.

Academic Requirements

Information on academic progress, withdrawal reporting procedures, refunds and attendance is available from the veterans affairs office. Students who receive VA educational benefits and transfer to SCC from another institution are required to submit to the SCC admissions center an official transcript from all institutions previously attended.

Address Changes

VA students must notify the veterans affairs office of any address change by completing the address change form.

Advanced Payment Request

VA students should be prepared to pay tuition, fee, book and supply expenses at the time of registration; however, they may request advanced payment of the first VA benefit check. To qualify for advanced payment, the VA student must have been out of school for at least a full calendar month, completed the admissions process at SCC and completed a VA advanced payment application at least 45 days prior to the first day of class. The Department of Veterans Affairs mails the check to the College for disbursement at registration. VA students must complete the registration process, including fee payment, before receiving the advanced payment check.

Benefit Eligibility

VA students may receive benefits only for those courses that are included in the program of study as outlined in this catalog. Each program of study must be approved by the South Carolina State Approving Agency (SCSAA).

Class Attendance

VA students must adhere to the attendance policy established by the College. VA students who accrue more than the allowable number of absences will have VA benefits terminated.

Internet/Online, Hybrid and Video Courses

SCC offers a variety of course delivery methods within a certificate, diploma or degree program of study. Non-traditional course delivery methods are listed in the semester course schedule and on the College's web site (www.sccsc.edu). SCC expects students to participate in all instructional activities since these courses are comparable to resident (traditional classroom) courses. SCC requires that each course offered in one of these non-traditional formats meets prescribed academic standards.

Each course delivery method must include

- a provision for an assigned instructor;
- a provision for instructor-student interaction on at least a weekly basis and a stipulation that this interaction is a regular part of the course/program;
- a statement that appropriate assignments are required for completion of the course;
- a grading system similar to the system used for resident (traditional classroom) courses;
- a schedule of time required for the course that demonstrates that the student will spend at least as much time in preparation and training as is normally required for resident (traditional classroom) courses.

Prior Credit

VA students who have attended another college must submit all collegiate transcripts to the SCC admissions center for evaluation even if transfer credit is not requested.

Program Changes

VA students who change programs must complete a change of program form in the VA Office. Credit hours earned that fulfill requirements in the new program must be transferred as required by regulations.

Tutorial Assistance for Veterans

VA students may receive monetary assistance from the VA to pay for a tutor if one is required.

Drop/Withdrawal Notification

VA students must report course drops or withdrawals from the College to the veterans affairs office.

Notes

Services for Students

Advising Center

Services offered at SCC's Advising Center include:

- Academic advising for students enrolled in zero-level transitional studies courses. New (first semester) associate of art and associate of science students, and new **certificate of health science students** for the following programs: early childhood development, expanded duty dental assisting, health unit coordinating, medical assisting, medical laboratory technology, nursing, phlebotomy, pharmacy technician, pre-occupational therapy assistant, pre-physical therapy assistant, radiography, respiratory care, surgical technology and therapeutic massage;
- Guidance along academic and career paths commensurate with students' abilities, interests and values;
- Help with determining short-term and long-term educational and career goals;
- Career exploration information and information about the College's programs.
- Assistance with course selection, scheduling, and long-term academic planning;
- Information about the College's academic policies and procedures;
- Orientation to college life to help students receive the maximum benefit from their college experience; and
- Course schedule development and WebAdvisor training.

AIM Center

The AIM Center provides personal and career counseling and financial assistance for books, child care, educational supplies and city bus tickets to both male and female students who are economically disadvantaged or have limited English proficiency or are single parents (including single pregnant women) or displaced homemakers, individuals with disabilities or students enrolled in non-traditional programs. Waiting lists for financial assistance are maintained in the AIM Center office.

Bookstore

The Book Inn, the SCC bookstore, is located in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 9:30 a.m. - 6:30 p.m. and Friday from 9:00 a.m. - 1:00 p.m. It is the purpose of the bookstore to provide the required texts materials and supplies to support the academic programs of the college. The college bookstore offers textbooks, school supplies, computer software, and culinary and health science uniforms, as well as a selection of greeting cards, college logo sportswear, bookbags and gift items. For textbook prices, refund policies, program supply costs, and to order on-line, visit the Book Inn website at www.sccsc.edu/BookInn.

The bookstore can special order textbooks (such as supplemental texts) for students. Orders must be paid in advance.

The Book Inn also offers a used book program to provide students with used textbooks whenever possible. During College exam days, an independent representative is available in the bookstore to purchase textbooks from students.

Book Inn Refund Policy - Full refunds will be made within 10 days after purchase, provided books are in as-purchased condition and are accompanied by the cash register receipt. During pre-registration, this refund period is extended. *Absolutely no refunds will be made without a cash register receipt.* Defective merchandise may be returned for a full refund or exchange if the request is made within 15 days from date of purchase. Electronic items returned for exchange or refund must be accompanied by the original sales receipt, the carton, warranty and instruction papers. Software is returnable only if the sealed packages are unopened.

Campus Safety and Security / Student-Right-To-Know

The campus police chief, certified in law enforcement, first aid, and CPR, coordinates campus police and security and monitors the handling/disposal of hazardous materials. The College's contracted security force provides 24-hour-per-day security. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Emergencies and criminal actions should be reported to the office of campus police at extension 4911.

The Student Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the campus police office and can be found on the SCC website (www.sccsc.edu/security/index.htm).

Career Planning and Placement

The career planning and placement office assists enrolled students and graduates in obtaining information about local manpower needs, making realistic vocational choices, and securing meaningful employment. The office links the College's academic and career programs to business and industry and facilitates the transition of students into the world of work. The career planning and placement office disseminates information about full-time, part-time, temporary and summer employment opportunities; provides a job-readiness program covering interview techniques, application procedures, resume preparation, and employment responsibilities; and maintains job listings for businesses, industries, government and educational institutions.

Counseling and Career Development

The College offers career planning services to assist students to clarify life and career goals including information about academic and personal requirements, working conditions, job opportunities and potential salaries related to a career field. Skills assessments, computerized career assessments, career resources and internet resources are also available to assist enrolled and prospective students with this important life task.

Early Registration

Registration dates are published on the SCC website (www.sccsc.edu) and in SCC publications. Students are encouraged to meet with academic advisors to discuss career goals and academic progress and to schedule classes. Questions about registration dates should be directed to the SCC student records office located on the first floor of the Terhune Student Services Building or by calling (864) 592-4681.

Evening Services

The College offers a number of academic programs as well as a variety of occupational, professional and community interest courses during evening hours. Evening classes are generally scheduled between the hours of 4:30 p.m. and 10:15 p.m. Monday through Thursday (hours may vary during the Summer Term). Most of the support services provided by the College are available to evening students. The academic programs available in the evening are indicated in the program descriptions of this catalog. Information on community interest and professional development courses is available through the Corporate & Community Education Division.

Health Services

The College does not provide comprehensive health services. The police officers provide emergency first aid. Please call 592-4911 for assistance.

Housing Information

The College does not provide living accommodations for students. Students enrolled through the Cooperative Program for the Deaf and the Blind may contact that office for information about housing at the South Carolina School for the Deaf and Blind.

Identification Cards

Students are required to have a student identification card. The College issues student identification cards at no cost. Students are required to show identification cards to any campus official, including campus police officers, upon request.

Insurance

The College carries an accident insurance policy that covers students while on campus, traveling directly and uninterruptedly between home and scheduled classes, and while participating in activities sponsored and supervised by the College. Coverage excludes accidents that occur as a result of participation in organized sports. Maximum benefit coverage includes \$5,000—medical expenses; \$1,500—accidental death; \$1,500—dismemberment. Injuries should be reported to the campus police office within 48 hours of the accident. Insurance claim forms are available in the office of the executive vice president. The premium for student insurance coverage is included in tuition and fees for all registered students.

Library

The central campus library, located in the Library Learning Resource Center, holds a collection of over 39,000 volumes including 5,000+ audiovisual items, 33,900+ books and 290+ periodical subscriptions. These resources support the academic and personal needs of students, staff, and faculty, as well as members of the business and industrial community. Special resources include a growing instructional video collection; over 60 full-text databases such as General OneFile, Academic OneFile, and Academic Search Premier; and over 50,000 eBooks. The central campus library features ample reading and conference space, group study rooms, nearly 100 computers, a fax machine, scanners, a typewriter, video and audio equipment, and a photocopier.

A library is also located at the SCC Cherokee County Campus on the first floor of the Academic Classroom Building. The SCC Tyger River Campus has electronic library services available with two computers dedicated for library use in the student services area of the Tyger River Building, room 108A. Students on both of these campuses have full access to the library's wealth of online research tools and can receive next day delivery of library materials requested from the central campus library.

The library's resources are further enhanced by online access to the collections of the South Carolina State Library, Spartanburg County Public Library, and other public and academic libraries. Materials that the SCC library does not own may be borrowed from these or dozens of other libraries across the state and the country, via our various consortium memberships.

Library orientations and instruction sessions are available upon request for individuals, classes, or other groups. Reference services are provided in person at each campus and via e-mail, chat and by telephone. Patrons may check out books, DVDs and other items from the general collection, and download eBooks.

For further information regarding the Library's services or resources, please visit the Library's website at: <http://library.sccsc.edu>; email to askalibrarian@sccsc.edu; or call (864) 592-4764 or 1-866-542-2779.

The library's normal hours of operation are as follows:

SCC Central Campus

- Monday - Thursday: 7:30 a.m. - 9 p.m.
- Saturday: 9 a.m. - 1 p.m. (fall-spring terms only)
- Friday: 7:30 a.m. - 1:30 p.m.
- Sunday: Closed

SCC Cherokee County Campus:

- Monday - Thursday: 7:30 a.m. - 6:30 p.m.
- Friday: 9:00 a.m. - 1:00 p.m.
- Saturday and Sunday: Closed

SCC Tyger River Campus:

- Monday - Thursday: 7:30 a.m. - 1:30 p.m.

Phone, chat and webcam reference service is also available:

- Monday - Thursday: 1:30 p.m. - 9 p.m.
- Friday: 7:30 a.m. - 1:00 p.m.
- Saturday and Sunday: Closed

Orientation

The Student Affairs Division provides a *Registration Guide* each year for all new students at the time of admission to the College. In addition, an on-line orientation is available to provide students with information about the College's programs, services and resources. Both the *Registration Guide* and the on-line orientation are available on the SCC website at www.sccsc.edu.

Parking

Students must register their vehicles and display a current parking permit as directed. Permits are available at no cost to students and are valid for one academic year.

Records and Transcripts

All inquiries about grades, transcripts and records should be directed to the student records office located in room 156 of the Dan L. Terhune Student Services Building.

Release of Student Information

General

Spartanburg Community College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U.S. Patriot Act of 2001 also apply to the release of student records. Further information about access to student records is available in the Student Planner & Handbook.

Release of Student Records

Transcripts are released only with written permission of the student. Students may request that copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. The College does not forward transcripts received from high schools and other colleges, or provide copies of transcripts to the student.

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data from the files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the grievance committee denies the student's request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for their disagreement with the denials.

Parents of a dependent student have right of access to that student's record, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the records office. Acceptable proof is the parents' most recent federal tax return.

Directory Information

The following directory information may be made available to the public by the College unless students notify the records office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. Major field of study or program
3. Dates of attendance (enrollment status - full-time, part-time)
4. Awards earned

Transcripts and information not specified under "directory information" is released only with written permission of the student.

Student Recruiting Information

The Omnibus Consolidated Appropriations Act 1997, which includes the Solomon Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

- | | |
|--------------------------|---|
| -Name | -Academic major |
| -Address | -Degrees received |
| -Telephone listing | -The educational institution in which the student |
| -Date and place of birth | most recently was enrolled |
| -Level of education | |

If a student desires that the above information not be released, he or she should request a non-disclosure form in the records office within the first five days of the term.

U.S. Patriot Act of 2001

The U.S. Patriot Act of 2001 permits educational institutions/agencies to disclose "personally identifiable" information without the student or parent consent. It is not necessary to keep a record of the disclosure or to notify the student or parent of the disclosure.

This recent amendment to FERPA permits educational agencies and institutions to disclose –without the consent or knowledge of the student or parent– personally identifiable information from the student's educational records to the Attorney General of the United States or his or her designee.

SCCOnline

SCCOnline, the College's distance learning program located in the Tracy Gaines Learning Resource Center (LRC), provides students with alternative ways of taking college credit courses. Online course offerings provide students with flexible options where and when they work on their courses. *SCCOnline* courses are included in the college course schedule, and the registration process is the same as for a regular course. *SCCOnline* also provides technical support and training for faculty and students using Blackboard, the college's online course management system.

Each semester, a variety of online course sections (over 70) is offered to students. Online courses allow students to take classes from home and the flexibility to work on class assignments during free time.

Students taking online courses should be strong, committed students who are self-motivated and organized. Students taking online courses should have strong computer skills and easy access to a computer with Internet access.

SCCOnline also offers several online degree options, including the Associate in Arts, Management, Management with Fire Service Electives, Management with Marketing electives, and Interpreter Training. Students enroll in these degree programs the same way as for other degrees.

SCCOnline also broadcasts classes to our two off-campus sites at Cherokee County and Tyger River and to other technical colleges around the state. The broadcast classes are like regular classes: the instructor is in the classroom at the main campus with the local students. Two broadcast classrooms are located in the LRC building - G-12 and G-13.

For more information, visit the SCCOnline web site at: online.sccsc.edu, or contact the SCCOnline office at (864)592-4961, toll free 1-888-364-9080, or send e-mail to scconline@sccsc.edu.

SCC Student Ambassadors

SCC Student Ambassadors are currently enrolled students selected to represent the College to prospective students and to the community throughout the academic year. Students are selected for their academics, service and commitment. Those interested in applying for this honor must complete an online application, have faculty referrals, maintain a minimum cumulative 2.5 GPA at SCC and attend an interview. Being an SCC Student Ambassador is a paid, part-time position. For more information, contact Keshia Jackson at (864) 592-4216 or visit the SCC website at www.sccsc.edu/recruit.

Services to Students with Disabilities

Student Disability Services Center

This office acts as an advocate for students with disabilities who self identify and provide supporting documentation, ensuring that they have access to all College programs and services. Students with disabilities who may need reasonable accommodations, auxiliary aids and services, or support services are encouraged to inform their admissions counselor or contact the coordinator of disability services prior to the beginning of the term that they require accommodations. Students are encouraged to register early so the accommodation plan can be developed. Please contact Geraldine Brantley, coordinator of Student Disability Services at (864) 592-4818 or visit the office located in the Student Services Building, room 118.

Cooperative Program for the Deaf and the Blind

The Cooperative Program was established in 1986 through an agreement between Spartanburg Community College and the South Carolina School for the Deaf and the Blind (SCSDB). The combined resources of both institutions ensure students

receive comprehensive, quality support services that are necessary for equal access in all College programs.

Through the program, students may request interpreters, notetakers, Braille and reading services, assistive technology training and specialized advisement.

Housing for Cooperative Program students is available in Smith Hall, the adult living center. Smith Hall is equipped with assistive technology devices for both deaf and blind students and is accessible to persons with physical disabilities. Transportation to the College is available for students living on the SCSBD campus. For more information contact Geraldine Brantley, coordinator of Student Disability Services at (864) 592-4818 or visit the office located in the Student Services Building, room 118.

Student Activities

The College considers out-of-class programs to be a vital part of the educational process. Students are encouraged to participate in the programs that stress leadership and training, service to the college and the community, self-directed activity, the experience of sharing interests, and the opportunity to interact with those from different cultural backgrounds. The college sponsors many extracurricular activities during the year and encourages student participation in these programs.

Student Copiers

Spartanburg Community College has six student coin-operated copying machines for student, faculty and staff use. Cost is ten cents (.10) per page. The machines are located in the following areas:

SCC Central Campus

- Library in the Library Learning Resources Center
- East Building outside the The Learning Center
- West Building canteen
- Squires Internet Cafe in the Health Sciences Building

SCC Tyger River Campus

- Tyger River Canteen

SCC Cherokee County Campus

- Cherokee Campus Library

Copier Refunds for Students

Refunds for student copiers are provided in the Spartanburg Community College libraries.

Student Due Process

Student grievance procedures, procedures related to student due process, and the student code are printed in the *SCC Student Planner & Handbook*.

Success Network

Success Network is an academic support program available to eligible SCC students. The goal of Success Network is to increase the retention, graduation, and college transfer rates of its participating students. In order to help students succeed at SCC, Success Network offers many academic and career-related services such as tutoring, assistance with study skills, college transfer planning, campus visits to four-year colleges, peer mentoring, assistance with career development needs, cultural enrichment activities, and membership in the Success Network Club.

To join Success Network, SCC students must meet at least **one of the following** eligibility requirements:

- Be a first generation college student (neither parent has a 4-year college degree or the custodial parent in a single-parent family does not have a 4-year college degree)
- or**
- Currently reside in an economically disadvantaged household (Success Network will help students determine if they meet this criteria)
- or**
- Have a documented disability

The Success Network staff is available to answer any questions an individual may have regarding his/her eligibility for the program. Students must complete an application packet to be considered for membership in Success Network. Application packets may be obtained from the Success Network office or from our website (www.sccsc.edu/Success). Students may contact the Success Network staff in person in Suite 174 of the Dan L. Terhune Student Services Building, by phone at (864) 592-4780, or on the College's website at www.sccsc.edu/Success.

Success Network is a Student Support Services program funded 100 percent through a federal TRIO grant in the amount of \$277,105 by the U.S. Department of Education.

Testing Center

The SCC Testing Center provides SCC faculty and students a convenient, secure, and distraction-free environment conducive to a positive testing experience. Housed in the East Building (room E3) on the central campus, the Center offers a range of assessment services including make-up testing, foreign language placement testing, Skills Assessment Measurement (SAM) testing, and proctored online testing for students at SCC as well as at other colleges nationally. Instructors in need of testing services should call (864) 592-4966 or (864) 592-4284 or visit "Ask-A-Proctor" at www.sccsc.edu/TestingCenter. Hours of operation for the central campus are posted in the Center each semester and on the website. *Comparable testing services are also available at the SCC Cherokee County Campus (call 864-206-2802) and SCC Tyger River Campus (call 864-592-6206) by appointment.

The Rita Allison Learning Center (TLC)

Located in the East Building in Rooms E2 and E5, the Rita Allison Learning Center (TLC) at SCC combines several student support functions in a convenient, centralized location on the central campus. The TLC offers students academic support via one-on-one and group tutorials in many academic subjects, as well as an open computer lab with skilled assistance in CPT classes and software use. No appointment is necessary; walk-ins are assisted on a first-come basis. Instructors are urged to schedule a class visit for orientation to the TLC early in the semester to encourage students to use the Center's services often. To schedule a class orientation, please call (864) 592-4715. The TLC provides academic tutoring in mathematics, English, accounting, Spanish and the sciences. The Center also provides 50 computers for academic use, equipped with Microsoft Office software (including Excel, Access, Publisher, PowerPoint, and Word), course-specific software, high speed Internet connections with access to library databases, C++, C#, and Visual Basic. "Ask-A-Tutor" and "Ask-A-Geek" allow online students to submit papers or questions to tutors and lab assistants at www.sccsc.edu/TLC. Tutoring services are also available at the SCC Cherokee County Campus and SCC Tyger River Campus. Hours of operation are posted on the website for all locations each semester.

Vending

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, pizza and cold sandwiches. Vending refunds are available on the central campus in the Book Inn (the campus bookstore) located on the ground floor of the Dan L. Terhune Student Services Building. Refunds are available on the SCC Cherokee County Campus in room 125 of the Academic Building. Refunds on the SCC Tyger River Campus are available during the day in room 206 in the Tyger River Building and room 114 in the BMW Center; during the evening in the lobby of the Tyger River Building.

Notes

College Costs

College Costs

Tuition

Full-time Students (12 or more credit hours)

Spartanburg & Cherokee County Residents	\$1,728 per semester
Out-of-County S.C. Residents	\$2,160 per semester
Out-of-State Residents	\$3,618 per semester
Out-of-Country Residents	\$3,618 per semester

Part-time Students (fewer than 12 credit hours)

Spartanburg & Cherokee County Residents	\$144 per credit hour
Out-of-County S.C. Residents	\$180 per credit hour
Out-of-State Residents	\$302 per credit hour
Out-of-Country Residents	\$302 per credit hour

Fees

Enrollment Fee (non-refundable if students attend class))	\$20 per semester
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Tuition Waiver for Senior Citizens - South Carolina residents age 60 or over who are not employed full time may enroll at no charge on a space-available basis. The student must meet applicable prerequisites and is responsible for the purchase of books and supplies.

Fees and Expenses

Other fees -

- Credit by examination and / or experiential learning: \$50 course
- Returned checks: \$25 per incident in addition to any fee charged by the bank
- Enrollment fee: A \$20 enrollment fee will be charged to each student, each term (regardless of the number of credit hours). This fee covers non-instructional support costs. This fee is non-refundable unless the student withdraws prior to the start of classes.
- Payment Plan Administrative Fee (non-refundable): \$30
- Payment Plan Late Fee: \$50 per late payment

The Spartanburg County Commission for Technical & Community Education may change tuition and fees without notice.

For an updated listing of current SCC fees for full-time and part-time students, visit the SCC website at www.sccsc.edu.

Textbooks and Supplies

Students are responsible for all book and supply costs in addition to tuition and fees. Program specific fees may be required. Books and supplies are an additional fee.

Residency Information - please refer to pages 17-19.

Payment of Fees

Payment Due

All tuition and fees are payable when due. A student may not attend class until financial obligations are resolved. All equipment, library books, and other college-owned property must be returned when due. A student's academic award (degree, diploma, or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned.

Payment Methods

The College accepts cash, first-party checks, money orders, and cashier's checks for payment of all fees. Students may also charge fees to American Express, VISA, MasterCard and Discover. Credit card payments may be made online via WebAdvisor.

Sponsorship

Tuition may be billed to a sponsoring business. This sponsorship must be supported by a letter on company letterhead or a company purchase order and is subject to verification by the College. Sponsorship documentation must be received in the business office for each academic term.

Tuition Payment Plan

Students may apply for a tuition-only payment plan. Students must not have an outstanding debt from a prior term.

Spartanburg Community College's tuition payment plan requires a \$30 non-refundable handling fee in advance, along with the first payment before the scheduled delete date or the start of class. The remaining balance is payable in two payments on dates determined according to the academic calendar and included in the agreement.

A \$50 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The amounts of the payments and due dates of the payments are pre-determined and are not negotiable.

Financial Aid

Students may use their financial aid award(s) (excluding Federal Work Study, FWS) to pay tuition and fees and to make purchases in the Book Inn. Important dates will be printed in the *SCC Student Planner & Handbook* and the *SCC Registration Guide*. Students may verify that financial aid will pay tuition and fees by going to WebAdvisor in the SCC Portal to view their account under "Student Account Balance." Students should check their account balance each semester prior to the fees payment deadline. In the event there is not enough financial aid to cover tuition and fees, the student must pay the balance by the due date.

If a student has a credit balance remaining after tuition, fees, book and/or supply expenses have been paid, a check will be mailed to him/her. Address information should be updated in the SCC records office.

Student Refund / Term Withdrawal / Federal Return of Funds

It is the policy of Spartanburg Community College that students or sponsoring agencies/ programs receive a fair and equitable refund of tuition charges if a student withdraws from a term or a full-time student reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), Federal Stafford Loans and/or aid through the Success Network. Institutional costs include tuition, fees and charges made in the Book Inn using federal financial aid.

I. Official Withdrawal

Official term withdrawal is defined as a student's formal notification of his or her intent to withdraw from all courses for a term. A student's withdrawal date is defined as the actual date the student submits information to student records to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to student records electronically or in person.

A federal financial aid recipient who does not officially withdraw for a term will be considered as having completed 50 percent of the term for calculating the amount of aid to be returned to the federal government based on Section III and will not be eligible for a refund based on the College's refund policy as outlined in Section II.

II. College Refund Policy

To receive a refund of tuition and fee charges, a student must officially withdraw from the term as outlined in Section I or a full-time student must reduce the number of credit hours to below 12 credit hours during the refund period or a part-time student must reduce the number of credit hours during the refund period.

The refund percent is based on the date student records receives notification from the student. Tuition and fee charges for a term will be refunded at the following rate:

Fall Term and Spring Terms

<u><i>Refund Percent</i></u>	<u><i>Withdrawal or Net Reduction of Credit Hours</i></u>
100%	1st - 5th calendar day of the term
75%	6th - 12th calendar day of the term
50%	13th - 19th calendar day of the term
0%	after the 19th calendar day of the term

The number of calendar days used to calculate refunds will be pro-rated for terms that vary in length from the traditional term.

A federal financial aid recipient who withdraws from a term and is eligible to receive a refund will have the refund amount applied toward the outstanding debt the student owes the College based on the return of fund procedure outlined in Section III.

Non-federal financial aid recipients who withdraw from a term will have the refund amount returned to the sponsoring agencies/programs in the following priority not to exceed the awarded amount:

- | | |
|--------------------------------------|-------------------------------|
| 1. Sponsorships | 5. LIFE Scholarship |
| 2. Tuition Waivers | 6. S.C. Need Based Grant |
| 3. SCC Scholarships | 7. Other Aid or Assistance |
| 4. Outside or Community Scholarships | 8. Lottery Tuition Assistance |

Financial aid recipients who are eligible at the time of disbursement and later reduce the number of credit hours during the refund period will receive a tuition refund. A student's satisfactory academic progress and future eligibility for financial aid programs will be based on the number of credit hours enrolled at the time of disbursement.

III. Return of Federal Financial Aid

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a term.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

$$\text{Percent of earned aid} = \frac{\text{Number of days attended in the semester}}{\text{Total number of days in the semester}}$$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

$$\text{Aid to be returned} = \text{Percent of unearned aid} \times \text{the amount of federal financial aid disbursed}$$

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student is eligible for under Section II. Therefore, a student who does not complete at least 60 percent of a term will owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the business office. A student who owes the federal government may be reported to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

Notes

Academic Procedures

Academic Policies

Academic Advising

Students enrolled in academic programs are advised by faculty and staff on matters of career choice, course selection and academic progress.

Academic Standards of Progress (Notification, Warning, Probation, Suspension)

A term grade point average (GPA) of 2.0 shall be used at each technical/ community college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Notification

A student is notified in writing by the Vice President of Student Affairs of his or her academic warning, academic probation and academic suspension status when his/her term GPA falls below 2.0. Under performing students are encouraged to meet with his/her advisor or an Early Alert Counselor to develop written strategies to improve their academic performance except when returning from academic suspension where the recommendation is a mandatory requirement.

Academic Warning

Students whose term GPA is less than 2.0 after the academic warning will be placed on academic probation for the next term of enrollment. Students whose term GPA is 2.0 or higher after the academic warning but have a program GPA less than 2.0 will remain on academic warning. Students whose term GPA is 2.0 or higher after the academic warning term and have a program GPA of 2.0 or higher will be removed from academic warning.

Academic programs with additional academic requirements publish those requirements in the departmental handbook that is provided to students upon enrollment.

Academic Probation

Students whose term GPA is less than 2.0 after academic probation will be placed on academic suspension. Students whose term GPA is 2.0 or higher after the academic probation term but have a program GPA less than 2.0 will remain on academic probation. Students whose term GPA is 2.0 or higher after academic probation and have a program GPA of 2.0 or higher will be removed from academic probation.

Academic Suspension

Students removed from academic suspension and allowed to register are placed on academic probation and are subject to academic suspension again if they fail to earn at least a 2.0 term GPA during the next period of enrollment.

Add/Drop Period

The add/drop period is the first five instructional days of the fall, spring and full summer terms. The add/drop period for the FlexStart terms in the fall and spring and the summer is the first two-three (2-3) instructional days of the term depending on the term. Students may add or drop courses without academic penalty. Courses dropped during the add/drop period will not appear on transcripts. Students may be reinstated in a class at the discretion of the instructor. During the first 75 percent of the course, a student may drop a class through WebAdvisor or go to student records. A grade of W will be awarded. A student or an instructor cannot initiate a withdrawal during the last 25 percent of the course except in extenuating circumstances, with documentation approved by the appropriate department head and academic dean. Go to the SCC website (www.sccsc.edu/records) to review the drop procedure for students

Auditing a Course

Auditing a course allows a student to attend a course without receiving credit. Students may not change status (credit to audit or audit to credit) after the add/drop period. Students who previously audited a course must register for and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Students auditing a course pay the same fees as students taking the same course for credit.

Class Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, field trips and other class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing work missed. Students should refer to the class syllabus for the class attendance policy. Most classes require 80 percent attendance but some courses have more restrictive attendance policies as indicated in the course syllabus. Online courses use alternative methods for recording and reporting acceptable attendance, which are described in the applicable course syllabi; however, all require regular, at-least weekly contact with instructor and log-ins to the class. Students that exceed a class attendance policy will not be allowed back into class and will be required to submit a drop form to officially drop the class. Otherwise, the student will receive the grade earned in the class. Please refer to the SCC withdrawal policy posted on the student records website (www.sccsc.edu/records) for more information about the drop policy. Students are tardy if not in class at the time the class is scheduled to begin. Tardy students are admitted to class at the discretion of the instructor. Course syllabi reflect attendance policies related to tardiness. Students are expected to remain in class until it is dismissed.

Absences for Religious Holidays

Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments

occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

- (1) Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.
- (2) Observance of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make up of activities and assignments.

Withdrawal from Courses

Students who withdraw from a course after the add/drop period will receive a "W." Students are responsible for dropping classes. Students who exceed absences are responsible for dropping classes or they will receive a grade of "F" for the class. Students receiving financial aid should contact the financial aid office prior to withdrawal from a course. Students may drop a course until 75 percent of the term. Drop dates are posted in the records office and also on the SCC website at www.sccsc.edu.

Course Overload Policy

Students may not normally enroll for more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department head or division dean. During the summer, students may not enroll in more than 15 total semester credit hours unless specifically required in their academic program. This total includes all classes taken during all summer terms in a single year. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department head or division dean.

Dean's List

To qualify for the dean's list, students must

- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- have earned a grade point average of 3.50 with no course grade lower than a "C." A grade of "I" or "WF" automatically excludes students from the dean's list.

Grades

Grading Policy

Course grades are final when filed by the instructors. A student may request a review of a grade if he or she believes the instructor erred in assigning the grade.

The records office will adjust the student’s transcript if the review confirms that an error was made. The student must request the review by the last day of the following full term.

Grading System

Spartanburg Community College uses the following system of grades:

		<i>Quality Points</i>	<i>Used in GPA Calculation</i>	<i>Credit Hours Awarded</i>
A	Excellent	4	Yes*	Yes
B	Above Average	3	Yes*	Yes
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR	Transfer Credit	0	No	Yes

*Zero-level transitional studies course grades are not used in grade point average (GPA) computation.

**An "I" grade is given by an instructor when it is appropriate to allow a student the opportunity to complete required course work after the term has officially ended. An "I" grade may be given only when the instructor determines that unusual and extenuating circumstances beyond the student's control prevented completion of the course during the term. A student receiving "I" grade should outline a plan for the submission of work with the instructor. The student must complete outstanding work at least one week prior to the last day of the next full term (fall, spring, summer) in order for the instructor to have adequate time to grade it and submit the final grade before the deadline. The instructor must submit a grade change from "I" to a standard grade (A, B, C, D or F) by the end of the working day on the last day of the subsequent full semester. Otherwise, the "I" grade is changed automatically to an "F." In some programs, students may be required to complete outstanding work in a shorter period of time to continue in the program. The date of the completion, in this case, is to be determined by the instructor and the records office will enter the date. Completion dates assigned are not to extend past subsequent term.

Repeated Grade Policy

If a student repeats a course, the first grade will remain on the transcript. Only the highest grade obtained for the course will be used to calculate the grade point average. In determining satisfactory academic progress, the financial aid office must count all course work completed. A student may repeat a course but the repetitions will count toward the length of eligibility.

Graduation

To be eligible for graduation from Spartanburg Community College, a student must fulfill the following:

1. Apply for and be accepted into the program in which he or she is applying for graduation.
2. Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction by the College.
3. Earn a grade point average of at least 2.0 in the courses applicable toward graduation.
4. Resolve all financial obligations to the College and return all materials.
5. Make formal application for graduation in the records office by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the *Student Planner & Handbook*.)
6. Obtain graduation approval from the department head or division dean. Graduation exercises are held once a year. Students should apply for graduation during the semester they plan to graduate. Awards (degrees, diplomas and certificates) can be picked up by students or are mailed approximately three weeks following the graduation ceremony. Information related to graduation is available in the student records office.

Awarding Multiple Degrees, Diplomas and Certificates

Students may complete multiple degree, diploma and certificate programs. Students earning more than one award in the same general field of study in the same semester will receive the award for the highest program level only.

Semester System

Classes are generally scheduled for 15 weeks in the fall and spring semesters and for either 9-10 weeks or 4-5 weeks during the summer semesters.

Transitional Studies

The Transitional Studies Department offers a variety of courses to enhance students' academic abilities. Most of the courses in Transitional Studies are basic skills courses in grammar, writing, reading and mathematics. Other course offerings in the department include "bridging" courses and pre-entry courses.

Basic Skills Courses

Transitional Studies Basic Skills courses are offered both day and evening. Most classes are offered in a traditional "lecture" format; however some classes may include a variety of programmed instructional materials. Basic skills courses (zero-level) carry institutional credit but cannot be used to satisfy program requirements for graduation. The zero-level course numbers do not indicate levels of difficulty.

"Bridging" Courses

Transitional Studies "bridging" courses are designed specifically to help students acquire additional skills and discipline in order to be successful in curriculum courses. "Bridging" courses are taught in a lecture format and include a greater degree of

academic rigor than Basic Skills courses. These courses are also non-degree credit (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

Pre-entry Courses

Some of the College's curriculum programs require that students meet certain entry requirements prior to acceptance into the program. Most students will have met these requirements in high school or at another college. However, in some cases the student may lack a specific course which is required for entry into a curriculum. Transitional Studies offers several courses which enable students to meet these entry requirements. These courses are non-degree credit courses (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

Withdrawal from a Term

A student who wishes to withdraw from a term (all courses) should meet with his or her advisor. If the advisor is not available, the student should meet with the program department head or division dean. Students receiving financial aid should refer to Student Refund / Term Withdrawal / Federal Return of Funds in the College Costs section of this catalog.

Notes

SCC Programs of Study

SCC Programs of Study Chart

<i>Program of Study & EEDA Career Cluster</i>	<i>Level</i>	<i>Program Start</i>	<i>Minimum Program Length</i>	<i>Page Nos.</i>
Accounting	Associate	Fall, Spring	5 terms (day) 6 terms (evening)	84, 78-83 90-91
Career Cluster: Government & Public Administration; Business, Management and Administration; Finance				
Accounting with Information System Electives	Associate	Fall, Spring	5 terms (day)	84, 78-83 92-93
Career Cluster: Business, Management & Administration; Finance				
Administrative Accounting Specialist	Certificate	Fall, Spring	3 terms (day) 3 terms (evening)	84, 78-83 94-95
Career Cluster: Government & Public Administration; Business, Management & Administration; Finance				
Administrative Office Technology	Associate	Fall, Spring	6 terms (day or evening)	84, 78-83 96-97
Career Cluster: Law, Public Safety, Corrections & Security; Marketing, Sales & Services; Business, Management & Administration; Human Services				
Administrative Office Technology with Legal Electives	Associate	Fall, Spring	5 terms (day)	84, 78-83 98-99
Career Cluster: Law, Public Safety, Corrections & Security; Government and Public Administration				
Administrative Office Technology – Medical	Associate	Fall	5 terms (day)	84, 78-83 100-101
Career Cluster: Health Science				
Administrative Specialist	Certificate	Fall, Spring	3 terms (day, evening)	84, 78-83 102-103
Career Cluster: Business, Management & Administration				
American Sign Language	Certificate	Fall	3 terms (day, evening) 2 terms (Internet based)	85, 78-83 104-105
Career Cluster: Human Services; Education & Training				
Architectural Computer Aided Drafting	Certificate	Fall	2 terms (day)	85, 78-83 106
Career Cluster: Architecture & Construction				
Associate in Arts (University Transfer Program)	Associate	Any	4 terms (day) 6 terms (evening) 4 terms (Internet)	84, 78-83 107-109
Career Cluster: All 16 clusters apply				
Associate in Arts with Business Electives (University Transfer Program)	Associate	Any	4 terms (day) 6 terms (evening)	84, 78-83 110-111
Career Cluster: Marketing, Sales & Services; Business, Management & Administration; Finance				
Associate in Arts Associate with Early Childhood Education Electives	Associate	Any	4 terms (day) 6 terms (evening)	84,, 78-83 112-113
Career Cluster: Education & Training				
Associate in Arts with Elementary Education Electives	Associate	Any	4 terms (day) 6 terms (evening)	84, 78-83 114-115
Career Cluster: Education & Training				
Associate in Arts with Middle Grades Education Electives	Associate	Any	4 terms (day) 6 terms (evening)	84, 78-83 116-117
Career Cluster: Education & Training				
Associate in Science (University Transfer Program)	Associate	Any	4 terms (day) 6 terms (evening) 4 terms (Internet)	84, 78-83 118-120
Career Cluster: All 16 clusters apply				
Associate in Science with Middle Grades Education Electives	Associate	Any	4 terms (day) 6 terms (evening)	84, 78-83 121-122
Career Cluster: Education & Training				
Automated Manufacturing Technology	Associate	Any	5 terms (day) 6 terms (evening)	85, 78-83 123-124
Career Cluster: Manufacturing				

<i>Program of Study & EEDA Career Cluster</i>	<i>Level</i>	<i>Program Start</i>	<i>Minimum Program Length</i>	<i>Page Nos.</i>
Automotive Technology - Automotive Service Technology Career Cluster: Transportation, Distribution & Logistics	Associate	Fall	6 terms (day)	85, 78-83 125-126
Automotive Technology Ford ASSET Career Cluster: Transportation, Distribution & Logistics	Associate	Fall	6 terms (day)	85, 78-83 127-128
Basic Interpreting Career Cluster: Education & Training; Human Services	Certificate	Fall, Spring	4 terms (Internet based)	85, 78-83 129-130
Basic Interpreting-General Technology Career Cluster: Education & Training; Human Services	Associate	Fall or Spring	5 terms (Internet based)	85, 78-83 131-132
Commercial Graphics Career Cluster: Arts, A/V & Communications; Manufacturing	Certificate	Fall	3 terms (day)	84, 78-83 133-134
Commercial Graphics-General Technology Career Cluster: Arts, A/V Technology Communications; Manufacturing	Associate	Any Term	Varies	84, 78-83 135-136
Communication Career Cluster: All 16 clusters apply	Certificate	Fall	2 terms (day or evening) Internet based	84, 78-83 137-138
Computer Support Specialist Career Cluster: Information Technology	Certificate	Fall	3 terms (day) 4 terms (evening)	84, 78-83 139-140
Computer Technology Career Cluster: Information Technology; Business, Management & Administration	Associate	Fall, Spring	6 terms (day, evening)	84, 78-83 141-142
Computer Technology with Information Management and Systems Electives Career Cluster: Information Technology; Business, Management & Administration	Associate	Fall, Spring	6 terms (day, evening)	84, 78-83 143-144
Computer Technology with Networking Electives Career Cluster: Information Technology; Arts, A/V Technology & Communications; Business, Management & Administration; Science, Technology, Engineering & Mathematics	Associate	Fall, Spring	6 terms (day, evening)	84 78-83 145-146
Computer Technology with Web Page Development Electives Career Cluster: Information Technology; Business, Management & Administration; Marketing, Sales & Service; Arts, AV Technology & Communications	Associate	Fall, Spring	6 terms (day, evening)	84, 78-83 147-148
Culinary Arts Career Cluster: Hospitality & Tourism	Certificate	Fall Spring	3 terms (day) 3 terms (evening)	84, 78-83 149-150
Customer Service Career Cluster: Marketing Sales & Service; Hospitality & Tourism; Business, Management & Administration	Certificate	Fall, Spring	2 terms (day or evening)	84, 78-83 151-152
Digital Design Career Cluster: Arts, AV Technology & Communications	Certificate	Fall	3 terms (day)	84, 78-83 153-154
Early Childhood Development Career Cluster: Education & Training; Human Services	Certificate	Fall, Spring	3-4 terms (day or evening)	85, 78-83 155-156
Early Childhood Development- Advanced Child Care Management- General Technology Career Cluster: Education & Training; Human Services	Associate	Fall, Spring	Varies	85, 78-83 157-158
Early Childhood Development- Infant/Toddler-General Technology Career Cluster: Education & Training; Human Services	Associate	Fall, Spring	Varies	85, 78-83 159-160
Early Childhood Development- Special Education-General Technology Career Cluster: Education & Training; Human Services	Associate	Fall	Varies	85, 78-83 161-162

Program of Study & EEDA Career Cluster	Level	Program Start	Minimum Program Length	Page Nos.
Electronics Engineering Technology Career Cluster: Science, Technology, Engineering & Mathematics	Associate	Any	6 terms (day)	85, 78-83 163-164
Engineering Technology-General Technology Career Cluster: Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics	Associate	Any	Varies	85, 78-83 165-166
Expanded Duty Dental Assisting Career Cluster: Health Science	Diploma	Fall	3 consecutive terms (day)	85, 78-83 167-168
Fundamentals of Radiation Sciences Career Cluster: Science, Technology, Engineering & Mathematics	Certificate	Any	2 terms (day or evening)	84, 78-83 169-170
General Studies Transfer - Arts & Sciences Career Cluster: All 16 clusters apply	Certificate	Any Term	2 terms (day or evening)	84, 78-8 171-172
Health Unit Coordinating Career Cluster: Health Sciences	Certificate	Fall, Summer	2 consecutive terms (day)	85, 78-83 173-174
Heating, Ventilation, Air Conditioning and Refrigeration Technology Career Cluster: Architecture & Construction; Manufacturing	Certificate	Fall	3 terms (day or evening)	85, 78-83 175-176
Heating, Ventilation, Air Conditioning and Refrigeration Technology -General Technology Career Cluster: Manufacturing	Associate	Any	Varies	85, 78-83 177-178
Horticulture Technology Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction	Associate	Fall, Spring	2 terms (day)	84, 78-83 179-180
Industrial Electricity Career Cluster: Manufacturing; Transportation, Distribution & Logistics; Architecture & Construction; Science, Technology, Engineering & Mathematics	Certificate	Fall, Spring	3 terms (day or evening)	85, 78-83 181-182
Industrial Electricity-General Technology Career Cluster: Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics	Associate	Any	Varies	85, 78-83 183-184
Industrial Electronics Technology Career Cluster: Manufacturing; Transportation, Distribution & Logistics; Science, Technology, Engineering & Mathematics	Associate	Fall, Spring	5 terms (day)	85, 78-83, 185-186
Industrial Maintenance Technology Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics	Diploma	Any	3 terms (day) 6 terms (evening)	85, 78-83 187-188
Industrial Maintenance Technology-General Technology Career Cluster: Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics	Associate	Any	Varies	85, 78-83 189-190
Infant Toddler Career Cluster: Human Services; Education & Training	Certificate	Fall, Spring	Varies	85, 78-83 191-192
Landscape Management Career Cluster: Agriculture, Food & Natural Resources; architecture & Construction	Certificate	Fall, Spring	4 terms (evening)	84, 78-83 193
Machine Tool Technology Career Cluster: Manufacturing	Associate	Any	5 terms (day) 6 terms (evening)	85, 78-83 194-195
Machine Tool Technology Career Cluster: Manufacturing	Certificate	Any	3 terms (evening)	85, 78-83 196-197

<i>Program of Study & EEDA Career Cluster</i>	<i>Level</i>	<i>Program Start</i>	<i>Minimum Program Length</i>	<i>Page Nos.</i>
Management Career Cluster: Government & Public Administration; Law, Public Safety, Corrections & Security; Agriculture, Food & Natural Resources; Marketing, Sales & Service; Hospitality & Tourism; Business, Management & Administration; Finance	Associate	Fall, Spring	5 terms (day) 6 terms (evening) Internet based	84, 78-83 198-199
Management with Culinary Arts Electives Career Cluster: Hospitality & Tourism; Business, Management & Administration	Associate	Fall, Spring	5 terms (day) 6 terms (evening) 6 terms (evening)	84, 78-83 200-201
Management with Fire Service Electives Career Cluster: Law, Public Safety, Corrections & Security; Business, Management & Administration	Associate	Fall, Spring	5 terms (day), 6 terms (evening), Internet based	84, 78-83 202-203
Management with Information Technology Electives Career Cluster: Law, Public Safety, Corrections & Security; Business, Management & Administration; Information Technology	Associate	Fall, Spring	5 terms (day) 6 terms (evening)	84, 78-8 204-205
Management with Marketing Electives Career Cluster: Marketing, Sales & Service; Hospitality & Tourism; Business, Management & Administration; Finance	Associate	Fall, Spring	5 terms (day) Internet based	84, 78-83 206-207
Management with Sales Electives Career Cluster: Marketing, Sales & Service; Business, Management & Administration	Associate	Fall, Spring	5 terms (day)	84, 78-83 208-209
Mechatronics Technology I Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing; Transportation, Distribution and Logistics	Certificate	Fall, Spring	2 terms (day or evening)	85, 78-83 210
Mechatronics Technology II Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing; Transportation, Distribution and Logistics	Certificate	Fall, Spring	2 terms (day or evening)	85, 78-83 211
Mechatronics Technology- General Technology Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing; Transportation, Distribution & Logistics	Associate	Any	Varies	85, 78-83 212-213
Medical Assisting Career Cluster: Health Sciences	Diploma	Fall	3 consecutive terms (day)	85, 78-83 214-215
Medical Assisting-General Technology Career Cluster: Health Sciences	Associate	Any	Varies	85, 78-83 216-217
Medical Laboratory Technology Career Cluster: Health Sciences	Associate	Fall	5 consecutive terms (day)	85, 78-83 218-219
Networking Operations Career Cluster: Arts, A/V Technology & Communications; Business, Management & Administration; Information Technology; Science, Technology, Engineering & Mathematics	Certificate	Fall	3 terms (day) 3 terms (evening)	85, 78-83 220
Nursing Career Cluster: Health Services	Associate	Fall, Spring (generic & LPNs)	5 terms (day or late afternoon)	85, 78-83 221-222
Pharmacy Technician Career Cluster: Health Services	Certificate	Any	2 consecutive terms (day, clinical may require evening, weekends)	85, 78-83 223-224
Phlebotomy Career Cluster: Health Services	Certificate	Fall, Spring	1 term	85, 78-83 225

Program of Study & EEDA Career Cluster	Level	Program Start	Minimum Program Length	Page Nos.
Pipe Welding Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction	Certificate	Any	2 terms (weekends, Friday & Saturday)	85, 78-83 226
Pre-Biotechnology (Phase I) Career Cluster: Law, Public Safety, Corrections & Security	Certificate	Any	2 terms (day) (day or evening)	85, 78-83 227-228
Pre-Occupational Therapy Assistant (Phase I) Career Cluster: Health Sciences	Certificate	Any	2 terms (day or evening)	85, 78-83 229-230
Pre-Paralegal (Phase I) Career Cluster: Law, Public Safety, Corrections & Security	Certificate	Fall	2 terms (day)	85, 78-83 231-232
Pre-Physical Therapist Assistant (Phase I) Career Cluster: Health Sciences	Certificate	Any	3 terms (day or evening)	85, 78-83 233-234
Radiation Protection Technology Career Cluster: Science, Technology, Engineering & Mathematics	Associate	Summer	5 terms (day or evening)	84, 78-83 235-237
Radiologic Technology Career Cluster: Health Sciences	Associate	Fall	6 consecutive terms (day)	85, 78-83 238-239
Respiratory Care Career Cluster: Health Sciences	Associate	Fall	6 consecutive terms (day)	85, 78-83 240-241
Small Business Management Career Cluster: Business, Management & Administration	Certificate	Fall	3 terms (day) 3 terms (evening)	84, 78-83 242-243
Software Development and Database Administration Career Cluster: Information Technology; Business, Management & Administration	Certificate	Fall	3 terms (day) Internet based	85, 78-8 244-245
Spanish Career Cluster: All 16 clusters apply	Certificate	Fall	3 terms (day or evening) Internet based	85, 78-8 246-247
Surgical Technology Career Cluster: Health Sciences	Diploma	Fall	3 consecutive terms (day)	85, 78-83 248-249
Surgical Technology- General Technology Career Cluster: Health Sciences	Associate	Any	Varies	85, 78-83 250-251
Therapeutic Massage Career Cluster: Health Sciences; Human Services	Certificate	Fall	3 consecutive terms (evening, weekend, clinical may involve day)	85, 78-83 252-253
Web Page Development Career Cluster: Marketing, Sales & Service; Arts, A/V Technology & Communications; 242-243 Information Technology	Certificate	Fall	3 terms (day) 3 terms (evening)	85, 78-83 254-255
Welding Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction	Certificate	Any	3 terms (evening)	85, 78-83 256
Welding Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction	Diploma	Any	3 terms (day) 4 terms (evening)	85, 78-83 257
Welding-General Technology Career Cluster: Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing	Associate	Any	Varies	85, 78-83 258-259

SCC Programs of Study & The South Carolina Education Economic Development Act

In an effort to assist students in preparing for a career that best aligns with their skills and abilities, Spartanburg Community College programs of study have been linked with Clusters of Study as outlined in the **South Carolina Education and Economic Development Act (EEDA) of 2005**.

The **EEDA** legislation, which was signed into law in May 2005, is designed to give South Carolina students the educational tools they need to build prosperous, successful futures. The EEDA's "Personal Pathways to Success" system gives students the guidance and experience they need to take full advantage of real opportunities in the South Carolina economy. The system is designed to assist students and businesses that compete in today's global workforce by combining high academic standards with enhanced opportunities to explore career options that build real-life working skills. The system is also designed to demonstrate to students the connections between what they accomplish in school and their professional success in the future.

Clusters of Study, or **Career Clusters**, are courses of study organized around different groups of occupations that encompass virtually all occupations from entry through professional levels. Clusters of Study provide a way to organize and tailor course work and learning experiences around each student's areas of interest and skills. They are designed to provide a seamless transition from high school to post-secondary education and/or the workforce. South Carolina has identified 16 Career Clusters which represent a variety of professions and jobs. Throughout the following pages, each SCC program of study is linked to a specific Career Cluster that will assist students in selecting a program of study – and a career – that best suits their skills and interests.

Spartanburg Community College has articulation partnerships with its local four-year colleges and universities. These partnerships allow alignment of courses and areas of academic focus from one educational institution to another in a way that allows a systematic, seamless transition without loss of course credit or time.

South Carolina's 16 Clusters of Study and SCC Programs of Study by Clusters



Career opportunities in this cluster include the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

SCC Programs of Study:

- Associate in Arts
- Associate in Science
- Communication
- General Studies Transfer-Arts & Sciences
- Horticulture Technology
- Industrial Maintenance Technology
- Landscape Management
- Management
- Mechatronics Technology I
- Mechatronics Technology II
- Mechatronics- General Technology
- Spanish
- Welding
- Welding- General Technology



Career opportunities in this cluster include designing, planning, managing, building and maintaining the built environment.

SCC Programs of Study:

- Architectural Computer Aided Drafting
- Associate in Arts
- Associate in Science
- Communication
- General Studies Transfer-Arts & Sciences
- Engineering Technology-General Technology
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Horticulture Technology
- Industrial Electricity
- Industrial Maintenance Technology-General Technology
- Industrial Maintenance Technology
- Landscape Management
- Mechatronics Technology I
- Mechatronics Technology II
- Mechatronics- General Technology
- Spanish
- Welding
- Welding- General Technology



Career opportunities in this cluster include designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

SCC Programs of Study:

- Associate in Arts
- Associate in Science
- Commercial Graphics
- Commercial Graphics -General Technology

- Communication
- Computer Technology with Networking Electives
- Computer Technology with Web Page Development Electives
- Digital Design
- General Studies Transfer-Arts & Sciences
- Networking Operations
- Spanish
- Web Page Development



— Continued —

South Carolina's 16 Career Clusters of Study & SCC Programs of Study by Clusters



Career opportunities in this cluster include planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

SCC Programs of Study:

- Accounting
- Accounting with Information System Electives
- Administrative Accounting Specialist
- Administrative Office Technology
- Administrative Specialist
- Associate in Arts
- Associate in Arts with Business Electives
- Associate in Science
- Communication
- Computer Technology
- Computer Technology with Information Management and Systems Electives
- Computer Technology with Networking Electives
- Computer Technology with Web Page Development Electives
- Customer Service
- General Studies Transfer-Arts & Sciences
- Management
- Management with Culinary Electives
- Management with Fire Service Electives
- Management with Information Technology Electives
- Management with Marketing Electives
- Management with Sales Electives
- Networking Operations
- Small Business Management
- Software Development and Database Administration
- Spanish



Career opportunities in this cluster include planning, managing and providing education and training services, and related learning support services.

SCC Programs of Study:

- American Sign Language
- Associate in Arts
- Associate in Arts: Early Childhood Education Electives
- Associate in Arts: Elementary Education Electives
- Associate in Arts: Middle Grades Education Electives
- Associate in Science
- Associate in Science: Middle Grades Education Electives
- Automated Manufacturing Technology
- Basic Interpreting
- Basic Training-General Technology
- Early Childhood Development
- Early Childhood Development-Advanced Child Care Management-General Technology
- Early Childhood Development -Infant/Toddler-General Technology
- Early Childhood Development -Special Education-General Technology
- General Studies Transfer-Arts & Sciences
- Infant Toddler

— Continued —

South Carolina's 16 Career Clusters of Study & SCC Programs of Study by Clusters



Career opportunities in this cluster include planning, services for financial and investment planning, banking, insurance and business financial management.

SCC Programs of Study:

- Accounting
- Accounting with Information System Electives
- Administrative Accounting Specialist
- Associate in Arts
- Associate in Arts with Business Electives
- Associate in Science
- Communication
- General Studies Transfer-Arts & Sciences
- Management
- Management with Marketing Electives
- Spanish



Career opportunities in this cluster include executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation; Regulation; and Management and Administration at the local, state and federal levels.

SCC Programs of Study:

- Accounting
- Accounting Specialist
- Administrative Accounting Specialist
- Administrative Office Technology with Legal Electives
- Associate in Arts
- Associate in Science
- Communication
- General Studies Transfer-Arts & Sciences
- Management
- Spanish



Career opportunities in this cluster include planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

SCC Programs of Study:

- Administrative Office Technology-Medical
- Associate in Arts
- Associate in Science
- Associate in Science, Focus in Pre-Chiropractic
- Communication
- Expanded Duty Dental Assisting
- General Studies Transfer-Arts & Sciences

- Health Unit Coordinating
- Medical Assisting
- Medical Assisting-General Technology
- Medical Laboratory Technology
- Nursing
- Pharmacy Technician
- Phlebotomy
- Pre-Occupational Therapy Assistant (Phase I)
- Pre-Physical Therapist Assistant (Phase I)
- Radiologic Technology
- Respiratory Care
- Spanish
- Surgical Technology
- Therapeutic Massage

— Continued —

South Carolina's 16 Career Clusters of Study & SCC Programs of Study by Clusters



Career opportunities in this cluster include the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

SCC Programs of Study:

- Associate in Arts
- Associate in Science
- Culinary Arts
- Communication
- Customer Service
- General Studies Transfer-Arts & Sciences
- Management
- Management with Culinary Arts Electives
- Management with Marketing Electives
- Spanish



This cluster is designed to build **career opportunities** and linkages in IT occupations framework: for entry level, technical and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

SCC Programs of Study:

- Associate in Arts
- Associate in Science
- Communication
- Computer Support Specialist
- Computer Technology



Career opportunities in this cluster prepare individuals for employment in career pathways that relate to families and human needs.

SCC Programs of Study:

- Administrative Office Technology
- American Sign Language
- Associate in Arts
- Associate in Science
- Automated Manufacturing Technology
- Basic Interpreting
- Basic Training-General Technology
- Communication
- Early Childhood Development
- Early Childhood Development-Advanced Child Care Management-General Technology
- Early Childhood Development-Infant/Toddler-General Technology
- Early Childhood Development-Special Education-General Technology
- General Studies Transfer-Arts & Sciences
- Infant Toddler
- Spanish
- Therapeutic Massage
- Computer Technology with Information Management and Systems Electives
- Computer Technology with Networking Electives
- Computer Technology with Web Page Development Electives
- Digital Design
- General Studies Transfer-Arts & Sciences
- Management with Information Technology Electives
- Networking Operations
- Software Development and Database Administration
- Spanish
- Web Page Development

— Continued —

South Carolina's 16 Career Clusters of Study & SCC Programs of Study by Clusters



Career opportunities in this cluster include planning, managing and providing legal, public safety, protective services and homeland security, including professional and technical support services.

SCC Programs of Study:

- Administrative Office Technology
- Administrative Office Technology with Legal Electives
- Associate in Arts
- Associate in Science
- Communication
- General Studies Transfer-Arts & Sciences
- Management
- Management with Fire Service Electives
- Management with Information Technology Electives
- Pre-Biotechnology (Phase I)
- Pre-Paralegal
- Spanish



Career opportunities in this cluster include planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

SCC Programs of Study:

- Associate in Arts
- Associate in Science
- Automated Manufacturing Technology
- Commercial Graphics
- Communication
- General Studies Transfer-Arts & Sciences
- Commercial Graphics-General Technology
- Engineering Technology-General Technology
- Heating, Ventilation, Air Conditioning-General Technology
- Industrial Electricity-General Technology
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Industrial Electricity
- Industrial Electronics Technology
- Industrial Maintenance Technology
- Machine Tool Technology
- Mechatronics Technology I
- Mechatronics Technology II
- Mechatronics-General Technology
- Pipe Welding
- Spanish
- Welding



Career opportunities in this cluster include planning, managing and performing marketing activities to reach organizational objectives.

SCC Programs of Study:

- Administrative Office Technology
- Associate in Arts
- Associate in Arts with Business Electives
- Associate in Science

- Communication
- Computer Technology with Web Page Development Electives
- Customer Service
- General Studies Transfer-Arts & Sciences
- Management
- Management with Marketing Electives
- Management with Sales Electives
- Spanish
- Web Page Development

— Continued —

South Carolina's 16 Career Clusters of Study & SCC Programs of Study by Clusters



Career opportunities in this cluster include planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

SCC Programs of Study:

- Associate in Arts
- Associate in Science
- Automated Manufacturing Technology
- Communication
- Computer Technology with Networking Electives
- Electronics Engineering Technology
- Engineering Technology-General Technology
- Fundamentals of Radiation Sciences
- General Studies Transfer-Arts & Sciences
- Industrial Electricity-General Technology
- Industrial Maintenance Technology-General Technology
- Industrial Electricity
- Industrial Electronics Technology
- Industrial Maintenance Technology
- Mechatronics Technology I
- Mechatronics Technology II
- Mechatronics-General Technology
- Networking Operations
- Pre-Biotechnology (Phase I)
- Radiation Protection Technology
- Spanish



Career opportunities in this cluster include planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

SCC Programs of Study:

- Associate in Arts
- Associate in Science
- Automotive Technology-Automotive Service Technology
- Automotive Technology Ford ASSET
- Communication
- General Studies Transfer-Arts & Sciences
- Engineering Technology-General Technology
- Industrial Electricity-General Technology
- Industrial Maintenance Technology-General Technology
- Industrial Electricity
- Industrial Electronics Technology
- Industrial Maintenance Technology
- Mechatronics Technology I
- Mechatronics Technology II
- Mechatronics-General Technology
- Pipe Welding
- Spanish
- Welding
- Welding-General Technology

SCC Programs of Study by Division

Arts & Sciences Division

Certificate Programs

- Communication
- Fundamentals of Radiation Science
- General Studies Transfer Certificate in Arts and Sciences
- Landscape Management
- Pre-Biotechnology (Phase 1)
- Spanish

Associate Degree Programs

- Associate in Arts with Early Childhood Education Electives
- Associate in Arts with Elementary Education Electives
- Associate in Arts with Middle Grades Education Electives
- Associate in Science with Middle Grades Education Electives
- Horticulture Technology
- Associate in Arts (University Transfer Program)
- Associate in Arts with Business Electives (University Transfer Program)
- Associate in Sciences (University Transfer Program)
- Radiation Protection Technology

Business & Computer Technology Division

Certificate Programs

- Administrative Accounting Specialist
- Administrative Specialist
- Commercial Graphics
- Computer Support Specialist
- Culinary Arts
- Customer Service
- Digital Design
- Networking Operations
- Pre-Paralegal (Phase I)
- Small Business Management
- Software Development and Database Administration
- Web Page Development

Associate Degree Programs

- Associate in Arts with Business Electives (University Transfer Program)

Associate Degree in Applied Science Programs

- Accounting
- Accounting with Information System Electives
- Administrative Office Technology
- Administrative Office Technology with Legal Electives
- Administrative Office Technology - Medical
- Computer Technology
- Computer Technology with Information Management and Systems Electives
- Computer Technology with Networking Electives
- Computer Technology with Web Page Development Electives
- Management
- Management with Culinary Arts Electives
- Management with Fire Service Electives
- Management with Information Technology Electives
- Management with Marketing
- Management with Sales Electives

Associate Degree in Applied Science Programs-General Technology

- Commercial Graphics

— Continued —
SCC Programs of Study by Division

Health & Human Services Division

Certificate Programs

- American Sign Language
- Basic Interpreting
- Early Childhood Development
- Health Unit Coordinating
- Infant/Toddler
- Pharmacy Technician
- Phlebotomy
- Pre-Occupational Therapy Assistant (Phase I)
- Pre-Physical Therapist Assistant (Phase I)
- Therapeutic Massage

Diploma Programs

- Expanded Duty Dental Assisting
- Medical Assisting
- Surgical Technology

Associate Degree in Applied Science Programs

- Medical Laboratory Technology
- Nursing
- Radiologic Technology
- Respiratory Care

Associate Degree in Applied Science Programs-General Technology

- Basic Interpreting
- Early Childhood Development-Advanced Child Care Management
- Early Childhood Development-Infant/Toddler
- Early Childhood Development-Special Education
- Medical Assisting
- Surgical Technology

Industrial & Engineering Technologies Division

Certificate Programs

- Architectural Computer Aided Drafting
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Industrial Electricity
- Machine Tool Technology
- Mechatronics Technology I
- Mechatronics Technology II
- Pipe Welding
- Welding

Diploma Programs

- Industrial Maintenance Technology
- Welding

Associate Degree in Applied Science Programs

- Automated Manufacturing Technology
- Automotive Technology-Automotive Service Technology
- Automotive Technology-Ford ASSET
- Electronics Engineering Technology
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Industrial Electronics Technology
- Machine Tool Technology
- Radiation Protection Technology

Associate Degree in Applied Science Programs-General Technology

- Engineering Technology
- Industrial Electricity
- Industrial Maintenance Technology
- Mechatronics
- Welding

Special Admissions Procedures

Business Technology Division –

Administrative Office Technology Guidelines

Keyboarding skills are required for students entering **ALL** Administrative Office Technology programs (degrees and certificates.) Exemption opportunities are available for new students prior to the beginning of classes. If a student chooses not to attempt the exemption test or does not successfully pass the test, AOT 100 – Keyboarding is required to be taken the first semester the student is enrolled.

Students in the AOT-Medical (AOT-M) program must complete a **criminal background check (CBI)** at their expense prior to participating in any internship / clinical / co-op experience. Clinical / co-op facilities will determine the eligibility of the student to participate at their site and may exercise discretion regarding convictions more than 10 years ago or convictions that indicate a pattern of criminal behavior.

Students in the AOT-M program must also complete a **drug screen** at their expense prior to participating in any internship / clinical / co-op experience.

Students who do not pass the drug screen or do not meet the employers CBI standards will be immediately withdrawn from the program. The CBI and drug screening will be initiated by the program faculty after the student has been accepted into the program but prior to beginning any clinical experience.

Administrative Office Technology – Medical students should be aware that additional costs will be incurred for uniforms, immunizations and CPR certification.

Health and Human Services Division

Health and human services programs, outlined in the program descriptions, require additional application procedures. Students must complete the following program-specific application procedures at the College after completing the regular college application:

1. Meet with a counselor to discuss additional program requirements if applicable. Some programs may require a tour at the clinical site as part of program requirements.
2. All health students accepted into a curriculum program must submit a complete medical history form, required immunizations / vaccines forms, criminal background investigation (CBI) check and drug screen test as determined by each clinical site. The due dates to be determined by each department head or program coordinator.
3. Applicants wishing to enroll in any health and human services program (except the Basic Interpreting Program to include the American Sign Language Certificate program, the Basic Interpreting Certificate Program and the General Technology-Basic Interpreting Degree Program) must submit to a criminal background investigation (CBI) check and a drug screen test.

Continued – Special Admissions Procedures: Health and Human Services Division

4. The South Carolina Board of Nursing has determined that criminal convictions for any of the following crimes should be treated as prima facie evidence that an applicant is unfit or unsuited to engage in the profession of nursing:

- a) Crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill) and
- b) Crimes involving the distribution of illegal drugs.

5. The clinical sites may determine students who have been found guilty, by a court of law, or pled no contest (nolo contendere) to a crime, when conviction has occurred within the last 10 years, of the following crimes are deemed unqualified to attend clinical training. Crimes including, but not limited to the following:

- a. Child or adult abuse
- b. Sexual assault
- c. Assault with a deadly weapon
- d. Neglect
- e. Mistreatment of residents, patients / clients
- f. Misappropriation of resident / patient / client property

(Facilities may exercise discretion regarding convictions more than 10 years ago.) Any student unable to attend any one of the clinical affiliates will be required to withdraw from his or her program of study.

A student having a positive drug test will be required to withdraw from their curriculum program for one year. Upon recycling into their program, he or she will be required to have drug testing every semester until completing their program of study. The drug testing will be at the student's expense. If the student tests positive, he/she will be dismissed from their program of study and will not be allowed to enter any other health program.

Students will have a criminal background investigation (CBI) check as determined by the state(s) in which he/she has resided in over the past 12 months.

The criminal background investigation (CBI) check and drug screen test will be initiated after the student has been accepted into the specific program or course of study but prior to beginning any clinical rotation.

6. Felons will not be eligible for taking the certification examination unless the American Association of Medical Assistants' Certifying Board grants a waiver based on one or more mitigating circumstances listed in the disciplinary standards.

7. The Medical Laboratory Technology Program is accredited for a limited number of students for clinical training. Any student accepted after that limited number has been reached will be assigned to an alternate status list in the order of their acceptance. Whenever any of the curriculum students withdraw from the program, those on the alternate list move up accordingly.

Continued – Special Admissions Procedures: Health and Human Services Division

8. Acceptance into the Pre-Physical Therapist Assistant and Pre-Occupational Therapy Assistant (1+1) programs requires the student to attend Career Talk at Greenville Technical College and completion of 20 observation hours within a designated health care facility in accordance with instructions given at Career Talk.

9. Applicants of the Expanded Duty Dental Assisting, Medical Assisting, Surgical Technology and the Therapeutic Massage Programs must be at least 18 years of age. Graduates of the Pharmacy Technician Program must be at least 18 years of age.

10. Applicants wishing to enroll in the General Technology-Early Childhood Development degree program or the Early Childhood Development Certificate Program must submit to a criminal background investigation (CBI) check only.

11. For registration and certification requirements for the Pharmacy Technician Program, see **pages 223-224**, Unique Aspects section.

Accepted health and human services program applicants may elect to enroll in general education courses or designated major courses prior to enrolling in their specific program of acceptance. These health and human services program applicants are required to adhere to the academic standards of their chosen curriculum. A minimum grade of "C" is required on all courses within the Health and Human Services Divisions curriculum programs including general education and program prerequisite(s) courses. (Accepted health and human services program applicants should refer to specific academic requirements and standards of the chosen health and human services program for specific program information and required G.P.A.) Courses that contain a clinical practicum component cannot be audited.

In addition to program-specific application procedures, students must complete the following prerequisite courses (with a grade of "C" or better) prior to enrolling in designated health and human services programs:

Expanded Duty Dental Assisting: DAT 110 is a program prerequisite.

Health Unit Coordinating: AHS 102 is a program prerequisite.

Basic Interpreting (Certificate or General Technology Degree): ASL 101, ASL 102, ASL 201, ASL 202 (or demonstrate proficiency on ASL entrance evaluation)

Medical Assisting: One unit high school biology or chemistry or equivalent; one unit high school algebra or equivalent; AHS 102 and AHS 104. The program admits students by weighted admission criteria. Refer to the the SCC website at www.sccsc.edu under academic programs for more information. In order to apply to the program, students must have a 2.5 grade point average.

Continued – Special Admissions Procedures: Health and Human Services Division

Medical Laboratory Technology: AHS 102 and AHS 104; One unit of high school chemistry or equivalent; one unit of high school algebra or equivalent; one unit of high school biology or equivalent.

Nursing (Associate Degree): The program admits students by weighted admission criteria (see College website at www.sccsc.edu under academic programs). In order to apply to the program students must have a 2.5 grade point average.

Pharmacy Technician: One unit of high school biology or chemistry or equivalent; AHS 104 and MAT 101.

Pre-Occupational Therapy Assistant, Pre-Physical Therapist Assistant: BIO 101 or BIO 112 with a minimum grade of "C" in all courses. MAT 102, MAT 153 with a minimum grade of "C." Completion of Career Talk as required by Greenville Technical College.

Radiologic Technology: One unit of high school biology or chemistry or equivalent; one unit of high school algebra or equivalent; AHS 102 and MAT 101. The program admits students by weighted admission criteria (see College website at www.sccsc.edu under academic programs). In order to apply to the program students must have a 2.5 grade point average.

Respiratory Care: One unit high school biology or chemistry or equivalent; one unit high school algebra or equivalent. The program admits students by weighted admission criteria. Refer to the the SCC website at www.sccsc.edu under academic programs for more information. Valid drivers license and reliable method of transportation for travel to clinical sites is necessary. In order to apply to the program students must have a 2.5 grade point average.

Surgical Technology: One unit of high school biology or chemistry or equivalent; one unit of high school algebra or equivalent; AHS 102 and AHS 104. The program admits students by weighted admission criteria. Refer to the the SCC website at www.sccsc.edu under academic programs for more information. In order to apply to the program students must have a 2.5 grade point average.

Therapeutic Massage: One unit of high school biology or chemistry or equivalent, AHS 102 and BIO 110.

Accounting

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day or 6 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description
Accounting students develop the skills to analyze, record, summarize and report accounting information. A comprehensive study of financial and managerial applications will include individual income tax procedures, cost and budget analysis and automated accounting systems. Students learn techniques in standard costing, variance analysis and inventory management.

Practical Experience
Students complete accounting simulations using microcomputers, develop accounting models using spreadsheet software, perform accounting applications using integrated accounting software and develop financial forecasts from historical analysis. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities
Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer and public accountant

EEDA Career Cluster
Government & Public Administration; Business, Management and Administration; Finance

Course Requirements for Accounting

	Credit Hours
A. General Education Courses	
ENG 101 English Composition I*	3
ENG 102 English Composition II	3
ENG 165 Professional Communications*	3
ECO 210 Macroeconomics	3
MAT 102 Intermediate Algebra*	3
MAT 120 Probability and Statistics	3
SPC 205 Public Speaking	3
OR	
SPC 209 Interpersonal Communication	

Credit Hours

B. Major Courses

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II*	3
ACC 124	Individual Tax Procedures*	3
ACC 150	Payroll Accounting*	3
ACC 201	Intermediate Accounting I*	3
ACC 202	Intermediate Accounting II*	3
ACC 230	Cost Accounting I*	3
ACC 246	Integrated Accounting Software*	3
ACC 265	Not-for-Profit Accounting*	3
ACC 275	Selected Topics in Accounting*	3
BAF 260	Financial Management*	3
BUS 121	Business Law I*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Accounting with Information System Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description:

Accounting with Information System Electives students develop the skills to analyze, record, summarize, and report accounting information, while also being able to generate reports from and maintain data within a standard database. A comprehensive study of financial and managerial software applications, basic programming and databases will include standard accounting principles, cost and budget analysis, automated accounting systems, corporate governance requirements, and financial reporting requirements.

Practical Experience:

Students complete accounting simulations using microcomputers, develop accounting models using spreadsheet software, perform accounting applications using integrated accounting software and develop financial forecasts from historical analysis. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities:

Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer, public accountant, database technician, information system technician, computer technician, and financial database analyst.

Unique Aspects:

The rationale for the Accounting with Information System Electives program is to fulfill the business community's need for employees who can effectively handle a medium to large database while also possessing the skills to understand the financial requirements of the organization. Students will also be knowledgeable of security requirements of the database and new regulatory requirements related to corporate governance and financial reporting. Graduates will have sufficient skills to enter the workplace upon graduation or can choose to continue their education and professional certifications in both the accounting and computer science fields.

EEDA Career Cluster

Finance

Course Requirements for Accounting with Information System Electives
Credit Hours

A. General Education Courses

ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
ENG 165	Professional Communications*	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
OR		
SPC 209	Interpersonal Communication	

B. Major Courses

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II*	3
ACC 201	Intermediate Accounting I*	3
ACC 202	Intermediate Accounting II*	3
ACC 230	Cost Accounting I*	3
ACC 246	Integrated Accounting Software*	3
ACC 265	Not-for-Profit Accounting*	3
BUS 121	Business Law I*	3
CPT 101	Introduction to Computers*	3
CPT 114	Computers and Programming*	3
CPT 168	Programming Logic and Design*	3
CPT 178	Software Applications*	3
CPT 202	SQL Programming*	3
CPT 242	Database*	3
CPT 244	Data Structures*	3

* Minimum grade of C is required

C. Electives and/or Other Additional Courses Required for Graduation

The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Administrative Accounting Specialist

Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 3 terms day, 3 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Administrative accounting specialist students develop basic accounting skills to analyze, record, summarize and report accounting information. A comprehensive study of payroll accounting procedures, individual income tax procedures, Excel spreadsheet applications, and computerized accounting software applications are included. Students focus on communication, general office procedures and professional development.

Practical Experience

Students complete accounting simulations using microcomputers, develop accounting models using Excel spreadsheets, and perform accounting applications using integrated accounting software. Projects are assigned that simulate actual applications in today's offices, allowing students to develop individual software skills. Effective communication, team building and problem-solving skills will be stressed.

Professional Opportunities

Accounting clerk, payroll clerk, bookkeeper, billing clerk, accounts receivable clerk, accounts payable clerk, office assistant, inventory control clerk, administrative specialist and tax preparer

Unique Aspects

Graduates of this program may transfer into the Accounting associate degree program.

EEDA Career Cluster

Government & Public Administration; Business, Management & Administration; Finance

Course Requirements for Administrative Accounting Specialist

Credit Hours

A. General Education Courses

SPC 209	Interpersonal Communication	3
ENG 165	Professional Communication*	3

		Credit Hours
<i>B. Major Courses</i>		
ACC 101	Accounting Principles I *	3
ACC 102	Accounting Principles II *	3
ACC 124	Individual Tax Procedures *	3
ACC 150	Payroll Accounting *	3
ACC 246	Integrated Accounting Software *	3
BUS 121	Business Law *	3
CPT 101	Introduction to Computers *	3
CPT 178	Software Applications*	3

*Grade of “C” or better is required

C. Electives and/or Additional Courses Required for Graduation

- None

Minimum semester hours required for graduation: 30

Administrative Office Technology

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 6 terms day or evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description
Administrative Office Technology students develop basic and advanced skills in microcomputer word processing, desktop publishing, spreadsheet, web page and database design and maintenance. Students focus on communication, accounting, general office procedures, professional development and office management skills.

Practical Experience
Students use up-to-date microcomputer hardware and software similar to that used in business and industry and case studies to develop office supervision skills. Projects simulate actual applications in today's offices, allowing students to develop advanced individual and integrated software application skills. Students develop effective communication, team-building and problem-solving skills. Students are required to complete practical work experience in a local business office.

Professional Opportunities
Administrative assistant, executive assistant, office manager, administrative professional

Unique Aspects
This program prepares students for the certified professional secretaries exam and the Microsoft Office Specialist certification. The College offers experiential learning credit opportunities for students who have successfully passed the Certified Professional Secretary (CPS) examination. Students are encouraged to contact the business technologies department head for more information.

EEDA Career Cluster
Law, Public Safety, Corrections & Security; Marketing, Sales & Services; Business, Management & Administration; Human Services

Course Requirements for Administrative Office Technology

Credit Hours

A. General Education Courses

ENG 101	English Composition I*	3
ENG 102	English Composition II	3
	OR	
SPA 105	Conversational Spanish	
ENG 165	Professional Communications*	3
MAT 101	Beginning Algebra	3

Credit Hours

MAT 160	Math for Business and Finance*	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	
	Social/Behavioral Science	3

B. Major Courses

ACC 111	Accounting Concepts*	3
AOT 133	Professional Development*	3
AOT 141	Office Procedures I*	3
AOT 142	Office Procedures II*	3
AOT 254	Office Simulation*	3
BUS 121	Business Law*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 172	Microcomputer Data Base*	3
CPT 174	Microcomputer	
	Spreadsheets*	3
CPT 179	Microcomputer Word	
	Processing*	3
CPT 270	Advanced Microcomputer	
	Applications*	3
CWE 123	Cooperative Work	
	Experience II*	3
MGT 110	Office Management*	3
MKT 135	Customer Service Techniques*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Administrative Office Technology with Legal Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Administrative Office Technology with Legal Electives students develop skills to prepare for employment as general office professionals in the legal field. Students will be provided with the fundamentals of basic legal and administrative skills used in the legal office environment.

Practical Experience

Students are given an opportunity to train in a legal office environment, learn how to assist attorneys / paralegals and their clients and successfully handle legal office work requirements. Projects in filing, legal document applications, legal software and basic clerical skills are assigned. Simulations, shadowing experiences and field trips also help to enrich the student's training. Effective communication, team building and problem-solving skills will be stressed. Students are required to complete practical work experience in a local law firm or corporate legal department.

Professional Opportunities

Patent office administrative assistant, contracts administrative assistance, office administrator, legal office assistant and general office assistant

Unique Aspects

After completion of this degree, students may apply to Spartanburg Methodist College for admission to the Paralegal Certificate Program.

EEDA Career Cluster

Law, Public Safety, Corrections & Security; Government and Public Administration

Course Requirements for Administrative Office Technology with Legal Electives

		Credit Hours
A. General Education Courses		
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
OR		
SPA 105	Conversational Spanish	
ENG 165	Professional Communications*	3
MAT 101	Beginning Algebra	3

	Credit Hours
MAT 160 Math for Business and Finance*	3
SPC 205 Public Speaking OR	3
SPC 209 Interpersonal Communication Social/Behavioral Science	3

B. Major Courses

ACC 111 Accounting Concepts*	3
AOT 133 Professional Development*	3
AOT 141 Office Procedures I*	3
AOT 144 Legal Office Procedures I*	3
AOT 213 Legal Document Production*	3
AOT 214 Software Applications in the Law Office*	3
AOT 253 Legal Systems and Procedures*	3
BUS 121 Business Law*	3
CPT 101 Introduction to Computers*	3
CPT 172 Microcomputer Data Base*	3
CPT 174 Microcomputer Spreadsheets*	3
CPT 179 Microcomputer Word Processing*	3
CWE 123 Cooperative Work Experience II*	3
MGT 110 Office Management*	3
MKT 135 Customer Service Techniques*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Administrative Office Technology - Medical

Associate Degree in Applied Science

Program Start Date: Fall term

Minimum Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Administrative Office Technology - Medical students develop the essential skills to work in or manage medical offices, medical records departments and other related health care facilities. Students focus on medical terminology; medical office procedures; microcomputer word processing, spreadsheet, database, communications and Internet applications; general office management; insurance, coding, billing and patient service skills.

Practical Experience

Students use up-to-date microcomputer hardware and software similar to that used in the medical industry. Projects simulate actual applications in today's offices. Students develop effective communication, team-building and problem-solving skills. They gain practical experience in local doctors' offices and health care facilities through scheduled internships during the last term.

Professional Opportunities

Medical records assistant, medical office assistant, medical administrative assistant, insurance and billing specialist and patient records clerk.

Unique Aspects

Students receive certification in CPR and OSHA.

EEDA Career Cluster

Health Science

Course Requirements for Administrative Office Technology - Medical

Credit Hours

A. General Education Courses

ENG 101	English Composition I*	3
ENG 102	English Composition II	3
	OR	
SPA 105	Conversational Spanish	
ENG 165	Professional Communications*	3

	Credit Hours
MAT 160 Math for Business and Finance*	3
SPC 205 Public Speaking	3
OR	
SPC 209 Interpersonal Communication	
Social/Behavioral Science	3

B. Major Courses

ACC 111 Accounting Concepts*	3
AHS 102 Medical Terminology*	3
AHS 118 Medical Coding and Insurance*	5
AHS 155 Special Topics in Health Care*	3
AOT 133 Professional Development*	3
AOT 141 Office Procedures I*	3
AOT 143 Office Systems and Procedures*	3
AOT 252 Medical Systems and Procedures*	3
AOT 270 SCWE in Administrative Office*	3
CPT 101 Introduction to Computers*	3
CPT 174 Microcomputer Spreadsheets*	3
CPT 179 Microcomputer Word Processing*	3
MED 104 Medical Assisting Administrative	
Procedures*	4
MGT 110 Office Management*	3
MKT 135 Customer Service Techniques*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Administrative Specialist

Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 3 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Administrative specialist students are trained in the principles of applications of word processing, spreadsheet, data base and desktop publishing as they apply to the business industry today. Competencies include document creation and modification, report generation and integration of multiple documents. Other skills include general office procedures and professional development.

Practical Experience

Students are given the opportunity to use up-to-date microcomputer hardware and software similar to that used in business and industry. Projects are assigned that simulate actual applications in today's offices, allowing students to develop integrated as well as individual software skills. Effective communication, team-building and problem-solving skills will be stressed.

Professional Opportunities

Administrative specialist, information specialist, software application specialist and certified user specialist

Unique Aspects

This program prepares students for the Microsoft Office Specialist certification. Credits earned in this program may be applied to the Administrative Office Technology Associate Degree Program.

EEDA Career Cluster

Business, Management & Administration

Course Requirements for Administrative Specialist

Credit Hours

A. General Education Courses

ENG 165	Professional Communications*	3
SPC 209	Interpersonal Communication	3

B. Major Courses

CPT 101	Introduction to Computers*	3
CPT 172	Microcomputer Database*	3
CPT 174	Microcomputer Spreadsheets*	3
CPT 179	Microcomputer Word Processing*	3

	Credit Hours
CPT 270 Advanced Microcomputer Applications*	3
CPT 290 Microcomputer Multimedia Concepts and Applications*	3
MKT 135 Customer Service Techniques*	3
AOT 133 Professional Development*	3
AOT 141 Office Procedures I*	3
AOT 142 Office Procedures II*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 36

American Sign Language

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or evening; 3 terms, Internet based

Program Description
American sign language students develop fluent skills in the communicative use of this language, the third most commonly used language in the United States.

Practical Experience
Students complete communicative as well as cultural activities and develop fluency through class and community interactions.

Professional Opportunities
This certificate could enhance communication opportunities in any setting where there are deaf individuals present. This certificate will also serve as an entry point to a future degree in interpreting.

Unique Aspects
Language courses are required at public colleges and universities and many private institutions. Students should verify possible acceptance of these credits with the intended transfer college or university.

EEDA Career Cluster
Human Services; Education & Training

Course Requirements for American Sign Language

Credit Hours

A. General Education Courses
None

B. Major Courses		
ASL 101	American Sign Language I	4 (day or evening course)
ASL 102	American Sign Language II	4 (day or evening course)
ASL 110	Careers in American Sign Language	2 (Internet course)
ASL 201	American Sign Language III	3 (day or evening course)
ASL 202	American Sign Language IV	3 (evening course)
ITP 106	Linguistics of American Sign Language	3
OR		
SPC 208	Intercultural Communication	3

		Credit Hours
ITP 201	Deaf History and Culture	3 (Internet course)

C. Electives and/or Other Additional Courses Required for Graduation
None

Minimum semester credit hours required for graduation: 22

Architectural Computer Aided Drafting

Certificate

Program Start Date: Fall term

Minimum Program Length: 2 terms day

Program Description

Architectural computer aided drafting students learn the basic skills in architectural drafting using computer driven drafting and design systems.

Practical Experience

Students gain practical experience in architectural drawing and computer aided drafting (CAD).

Professional Opportunities

Drafter, CAD operator, architectural drafter, print reader, checker.

Unique Aspects

Courses from this certificate will apply toward an Associate in Applied Science Degree with a major in General Technology-Engineering Technology.

EEDA Career Cluster

Arts, A/V Technology & Communications; Science, Technology, Engineering & Mathematics

Course Requirements for Architectural Computer Aided Drafting

	Credit Hours
A. General Education Courses	
MAT 101 Beginning Algebra	3
MAT 102 Intermediate Algebra	3
ENG 101 English Composition I	3
Social/Behavioral Science	
OR	
Fine Arts/ Humanities	3
B. Major Courses	
AET 111 Architectural Computer Graphics I	3
AET 221 Architectural Computer Graphics II	4
EGT 151 Introduction to CAD	3
EGT 155 Intermediate CAD	2

Minimum semester credit hours required for graduation: 24

Associate in Arts (University Transfer Program)

Program Start Date: Any term

Minimum Program Length: 4 terms day, 6 terms evening, 4 terms Internet-based

Program Description

The associate in arts degree is designed for students whose goal is a four-year degree. The AA (associate in arts) program provides students the freshmen and sophomore years of a bachelor's degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshmen and sophomore years at a four-year college or university.

Professional Opportunities

The associate in arts degree requirements parallel the courses completed during the first two years of degree in fields such as education, English, foreign language, history, journalism, business administration, business education, international studies, political science, geography, psychology, recreation, sociology, physical education, speech, fine arts and social work.

Unique Aspects

Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among institutions; therefore, students should verify acceptance of credits with the intended transfer college or university. Students should meet with an SCC academic advisor to plan an academic schedule for four-year degree goal.

Students may earn an associate in arts degree completely online.

Requirements for Associate in Arts (AA):

If a course is marked with double asterisks (**), the course appears on the South Carolina Commission of Higher Education's (SC CHE) Statewide Articulation Agreement: Technical College Courses Transferable to Senior Public Institutions. Students should be able to transfer these courses into any public 4-year institution in SC, but individual programs within transfer institution may or may not accept them for credit.

Courses listed with a single asterisk () are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and/or as fulfilling general education requirements; or they may be accepted only as elective courses, depending on the student's program of study.*

Continued — Associate in Arts (University Transfer Program)

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.

EEDA Career Cluster

All 16 career clusters may apply.

Course Requirements for Associate in Arts (AA):

A. General Education Courses

Communications - 9 credit hours

ENG 101**, English Composition I

ENG 102**, English Composition II

SPC 205**, Public Speaking

Or SPC 209, Interpersonal Communication

HISTORY (Choose one) - 3 credit hours

HIS 101**, 102**, 104*, 105*, 201**, 202**

MATH (Choose one) - 3 credit hours

MAT 109* or 110**, 111**, 120**, 130** or 140**, MAT 132*, 141**, 220*, 240**, 242**

LAB SCIENCE (Choose two) - 8 credit hours

AST 101**, 102**

BIO 101**, 102**, 205/06*, 210** or 215*, 211** or 216*, 223*, 224*, 225**

CHM 105*, 110**, 111**, 211**, 212**

PHS 101*, 102*

PHY 201**, 202**, 221**, 222**

SOCIAL/ BEHAVIORAL SCIENCES (Choose three from at least two different disciplines) - 9 credit hour

ECO 210**, 211**

GEO 101**, 102**

PSC 201**

PSY 201**, 203**

SOC 101**, 205**

HUMANITIES/ FINE ARTS (Choose two from different disciplines) - 6 credit hours

ART 101**

ENG 201**, 202**, 205**, 206**, 208**, 209**, 238*

MUS 105**

PHI 101**, 110**

REL 101*, 201*

THE 101**

B. Major Courses

Choose 15 TRANSFER credit hours from the following disciplines: Communication, Literature, Humanities, and Social/Behavioral Sciences.

ART 101**

ECO 210**, 211**

EDU 230*

Continued — Associate in Arts (University Transfer Program)

ENG 201**, 202**, 205**, 206**, 208**, 209**, 236**, 238*
 FRE 101**, 102**, 201**, 202**
 GEO 101**, 102**
 GER 101**, 102**, 201*, 202*
 HIS 101**, 102**, 104*, 201**, 202**
 IDS 104*
 MUS 105**
 PHI 101**, 110**
 PSC 201**, 215**
 PSY 201**, 203**, 212**
 REL 201*
 SOC 101**, 205**
 SPC 205**, 209*
 SPA 101**, 102**, 201**, 202**
 THE 101**

C. Electives and Other Additional Hours Required for Graduation

Select 9 semester credit hours.

NOTE: Students who plan to pursue a bachelor's degree in any field of study are strongly recommended to consult with their academic advisors. The transfer process for majors can be very specific and leave few options for elective choices.

ACC 101**, 102**
 ART 101**, 208*
 CPT 101*
 ECO 210**, 211**
 EDU 230*
 ENG 201**, 202**, 205**, 206**, 208**, 209**, 228*, 235*, 236**, 238*, 260**
 FRE 101**, 102**, 201**, 202**
 GEO 101**, 102**
 GER 101**, 102**, 201*, 202*
 HIS 101**, 102**, 104*, 105*, 109*, 112*, 115*, 201**, 202**
 HSS 101*, 111*, 205*
 HUS 101*
 IDS 101*, 104*
 MAT 109* or 110**, 111**, 120**, 130** or 140**, 132*, 141**, 211*, 212*, 215*, 220*, 240**, 242**
 MUS 105**
 PHI 101**, 110**
 PSC 201**, 215**, 220
 PSY 103*, 115*, 201**, 203**, 212**, 214*
 REL 101*, 104*, 105*, 201*
 SOC 101**, 205**
 SPA 101**, 102**, 105*, 201**, 202**, 205*, 206*, 213*, 290*, 299*
 SPC 205**, 208*, 209*, 212*, 225*, 280*, 285*, 299*
 THE 101**

Minimum semester credit hours required for graduation: 62

Associate in Arts with Business Electives (University Transfer Program)

Program Start Date: Any Term

Minimum Program Length: 4 terms day, 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

The associate in arts degree is designed for students whose goal is a four-year degree. This particular elective program is designed for those who wish to obtain a four-year degree in management or business. The AA program provides students the freshman and sophomore years of a typical bachelor’s degree. Course requirements include humanities, fine arts, and natural sciences to parallel the courses taken in the freshman and sophomore years at a four-year college or university. This program has been developed with the assistance of the University of South Carolina Upstate School of Business and Economics.

Professional Opportunities

Once the four year degree is obtained, entry level management and business careers include the following possibilities: Supervision, assistant manager, department manager, project manager, account manager, customer service manager, account manager, account executive, production manager, operations manager, and many more similar jobs.

Unique Aspects

Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among institutions; therefore students should verify acceptance of credits with the intended transfer college or university. Transferability may also be affected by the grade achieved. Students should meet with an academic advisor regularly to plan an academic schedule for their four-year degree goal. Many of these courses are available in the online format.

EEDA Career Cluster

Marketing, Sales & Service; Business, Management & Administration, Finance

Course Requirements for Associate in Arts with Business Electives

		Credit Hours
A. General Education Courses		
ART 101	Art History and Appreciation	3
BIO 101	Biological Science I	4
CHM 110	College Chemistry I	4
CPT 101	Introduction to Computers	3

	Credit Hours
ENG 101 English Composition I	3
ENG 102 English Composition II	3
ENG 201 American Literature I	3
OR	
Another approved 200 level English	
HIS 104 World History	3
MAT 110 College Algebra	3
MAT 130 Elementary Calculus	3
MUS 105 Music Appreciation	3
PSC 201 American Government	3
PSY 201 General Psychology	3
SOC 101 Introduction to Sociology	3
SPA 101 Elementary Spanish I	4
OR	
Another approved foreign language	
SPA 102 Elementary Spanish II	4
OR	
Another approved foreign language course	
SPC 205 Public Speaking	3

B. Other Hours Required for Graduation

ACC 101 Accounting Principles I*	3
ACC 102 Accounting Principles II	3
ECO 210 Macroeconomics	3

Minimum semester credit hours required for graduation: 64

C. Additional USC Upstate Requirements Available at SCC

ECO 211 Microeconomics	3
MAT 120 Probability and Statistics	3
MAT 220 Advanced Statistics	3

Associate in Arts with Early Childhood Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description
The associate of arts degree with early childhood education electives is designed for students whose goal is a bachelor’s degree in education, major in early childhood education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The early childhood education program provides preparation for teaching in four- and five-year kindergartens and in the primary grades (PK – 3).

Professional Opportunities
Teacher in public or private school

Unique Aspects
The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster
Education & Training

Course Requirements for Associate in Arts with Early Childhood Education Electives

	Credit Hours
A. General Education Courses	
ENG 101 English Composition I	3
ENG 102 English Composition II	3
SPC 205 Public Speaking	3
MAT 109 College Algebra with Modeling (or MAT 110)	3
BIO 101 Biological Science I	4
PHS 101 Physical Science I	4
ART 101 Art History and Appreciation (or THE 101)	3
PHI 101 Introduction to Philosophy (or REL 201)	3

		Credit Hours
PSC 201	American Government	3
SOC 101	Introduction to Sociology	3
PSY 201	General Psychology	3

B. Major Courses

SPA 101	Elementary Spanish (or FRE 101 or GER 101)	4
SPA 102	Intermediate Spanish (or FRE 102 or GER 102)	4
IDS 104	Praxis I Test Prep (or EDU 230)	1
MUS 105	Music Appreciation	3
PSY 203	Human Growth and Development	3

C. Other Hours Required for Graduation

HIS 104	World History	3
MAT 211	Math for Elementary School Teachers I	3
MAT 212	Math for Elementary School Teachers II	3
MAT 215	Geometry	3

Minimum semester credit hours required for graduation: 62

D. Additional USC Upstate Requirements Available at SCC

CPT 101	Introduction to Computers	3
EDU 230	Schools in Communities	4

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or poss@sccsc.edu, SCC central campus, West Building, Office B-21 .

Associate in Arts with Elementary Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description

The associate of arts degree with elementary education electives is designed for students whose goal is a bachelor’s degree in education, major in elementary education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in elementary education prepares students to teach in grades 2 - 6.

Professional Opportunities

Teacher in public or private school

Unique Aspects

The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster

Education & Training

Course Requirements for Associate in Arts with Elementary Education Education Electives

			Credit Hours
A. General Education Courses			
ENG 101	English Composition I		3
ENG 102	English Composition II		3
SPC 205	Public Speaking		3
MAT 109	College Algebra with Modeling (or MAT 110)		3
BIO 101	Biological Science I		4
PHS 101	Physical Science I		4
ART 101	Art History and Appreciation (or THE 101)		3
PHI 101	Introduction to Philosophy (or REL 201)		3
PSC 201	American Government		3

		Credit Hours
SOC 101	Introduction to Sociology	3
PSY 201	General Psychology	3

B. Major Courses

SPA 101	Elementary Spanish (or FRE 101 or GER 101)	4
SPA 102	Intermediate Spanish (or FRE 201 or GER 201)	4
IDS 104	Praxis I Test Prep (or EDU 230)	1
MUS 105	Music Appreciation	3
PSY 203	Human Growth and Development	3

C. Other Hours Required for Graduation

HIS 104	World History	3
MAT 211	Math for Elementary School Teachers I	3
MAT 212	Math for Elementary School Teachers II	3
MAT 215	Geometry	3

Minimum semester credit hours required for graduation: 62

D. Additional USC Upstate Requirements Available at SCC

CPT 101	Introduction to Computers	3
EDU 230	Schools in Communities	4

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or poss@sccsc.edu, SCC central campus, West Building, Office B-21.

Associate in Arts with Middle Grades Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description
The associate of arts degree with middle grades education electives is designed for students whose goal is a bachelor’s degree in education, major in middle grades education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in middle grades education prepares students to teach in grades 5 - 8.

Professional Opportunities
Teacher in public or private school

Unique Aspects
The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster
Education & Training

Course Requirements for Associate in Arts with Middle Grades Education Electives

		Credit Hours
A. General Education Courses		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
MAT 109	College Algebra with Modeling (or MAT 110)	3
MAT 120	Probability and Statistics	3
BIO 101	Biological Science I	4
PHS 101	Physical Science I	4
ART 101	Art History (or MUS 105)	3
PHI 101	Introduction to Philosophy	3

		Credit Hours
EDU 230	Schools in Communities	4
SOC 101	Introduction to Sociology	3
PSY 201	General Psychology	3

B. Major Courses

ENG 238	Creative Writing	3
ENG 208	World Literature I (or ENG 209)	3
ECO 210	Macroeconomics (or ECD 211)	3
GEO 101	Introduction to Geography	3

C. Other Hours Required for Graduation

CPT 101	Introduction to Computers	3
SPA 102	Intermediate Spanish (or FRE 102 or GER 102)	4
HIS 104	World History	3
PSY 203	Human Growth and Development	3

Minimum semester credit hours required for graduation: 64

D. Additional USC Upstate Requirements Available at SCC

IDS 104	Praxis I Test Prep	1
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If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or posss@sccsc.edu, SCC central campus, West Building, Office B-21.

Associate in Science (University Transfer Program)

Program Start Date: Any term

Minimum Program Length: 4 terms day, 6 terms evening, 4 terms Internet-based

Program Description

The associate in science degree is designed for students whose goal is a four-year degree. The AS (associate in science) program provides students the freshmen and sophomore years of a bachelor's degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshmen and sophomore years at a four-year college or university.

Professional Opportunities

The associate in sciences degree requirements parallel the course work in many disciplines, such as biology, chemistry, dentistry, medicine, nursing, pharmacy, physics, agriculture, forestry, mathematics, textiles, veterinary medicine, engineering, statistics, and computer science.

Unique Aspects

Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among institutions; therefore, students should verify acceptance of credits with the intended transfer college or university. Students should meet with an SCC academic advisor to plan an academic schedule for four-year degree goal.

Requirements for Associate in Science (AS):

If a course is marked with double asterisks (**), the course appears on the South Carolina Commission of Higher Education's (SC CHE) Statewide Articulation Agreement: Technical College Courses Transferable to Senior Public Institutions. Students should be able to transfer these courses into any public 4-year institution in SC, but individual programs within transfer institution may or may not accept them for credit.

Courses listed with a single asterisk () are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and/or as fulfilling general education requirements; or they may be accepted only as elective courses, depending on the student's program of study.*

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.

EEDA Career Cluster

All 16 career clusters may apply.

Course Requirements for Associate in Science (AS):

A. General Education Courses

Communications - 9 credit hours

ENG 101**, English Composition I

ENG 102**, English Composition II

SPC 205**, Public Speaking

or SPC 209*, Interpersonal Communication

HISTORY (Choose one) - 3 credit hours

HIS 101**, 104*, 105* 102**, 201**, 202**

MATH (Choose two) - 6 credit hours

MAT 110**, 111**, 120**, 140**, 141**, 220*, 240**, 242**

LAB SCIENCE (Choose two) - 8 credit hours

AST 101**, 102**

BIO 101**, 102**, 205/206*, 210** or 215*, 211** or 216* 223*, 224*, 225**

CHM 110**, 111**, 211**, 212**

PHS 101*, 102*

PHY 201**, 202**, 221**, 222**

SOCIAL/ BEHAVIORAL SCIENCES (Choose two from at least two different disciplines) - 6 credit hour

ECO 210**, 211**

GEO 101**, 102**

PSC 201**

PSY 201**, 203**, 212**

SOC 101**, 205**

HUMANITIES/ FINE ARTS (Choose two from different disciplines) - 6 credit hours

ART 101**

ENG 201**, 202**, 205**, 206**, 208**, 209**, 238*

MUS 105**

PHI 101**, 110**

REL 201*

THE 101**

Continued — Associate in Science (University Transfer Program)

B. Major Courses

Choose 15 TRANSFER credit hours from the following disciplines: Mathematics and/or Natural Sciences.

AST 101**, 102**

BIO 101**, 102**, 205/06*, 210** or 215*, 211** or 216*, 225**

CHM 110**, 111**, 211**, 212**

MAT 110**, 111**, 120**, 140**, 141**, 220*, 240**, 242**

PHS 101*, 102*

PHY 201**, 202**, 221**, 222**

C. Electives and Other Additional Hours Required for Graduation

Select 9 semester credit hours.

NOTE: Students who plan to pursue a bachelor's degree in any field of study are strongly recommended to consult with their academic advisors. The transfer process for majors can be very specific and leave few options for elective choices.

ACC 101**, 102**

AST 101**, 102**

BIO 101**, 102**, 110*, 112*, 205/06*, 210** or 215*, 211** or 216*, 223, 225**, 238, 240*, 295

CHM 105*, 110**, 111**, 211**, 212**, 213, 214

CPT 101*

EDU 230*

FRE 101**, 102**, 201**, 202**

GER 101**, 102**, 201*, 202*

IDS 104*

MAT 110**, 111**, 120**, 130**, 132*, 140**, 141**, 211*, 212*, 215*, 220*, 240**, 242**

PHS 101*, 102*

PHY 201**, 202**, 221**, 222**

PSY 203**

SPA 101**, 102**, 201**, 202**

Minimum semester credit hours required for graduation: 62

Associate in Science with Middle Grades Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description
The associate of science degree with middle grades education electives is designed for students whose goal is a bachelor’s degree in education, major in middle grades education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in middle grades education prepares students to teach in grades 5 - 8.

Professional Opportunities
Teacher in public or private school

Unique Aspects
The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster
Education & Training

Course Requirements for Associate in Science with Middle Grades Education Electives

	Credit Hours
A. General Education Courses	
ENG 101 English Composition I	3
ENG 102 English Composition II	3
SPC 205 Public Speaking	3
MAT 110 College Algebra	3
MAT 120 Probability and Statistics	3
BIO 101 Biological Science I	4
PHY 201 Physics I	4
ART 101 Art History	3
(or MUS 105)	
PHI 101 Introduction to Philosophy	3

	Credit Hours
CPT 101 Intro to Computers	3
SOC 101 Introduction to Sociology	3
PSY 201 General Psychology	3

B. Major Courses

MAT 111 College Trigonometry	3
MAT 140 Calculus I	4
(or MAT 130 and MAT 132)	
CHM 110 College Chemistry I	4
PHS 101 Physical Science I	4

C. Other Hours Required for Graduation

EDU 230 Schools in Communities	4
SPA 102 Intermediate Spanish	4
(FRE 102 or GER 102)	
HIS 104 World History	3

Minimum semester credit hours required for graduation: 64

D. Additional USC Upstate Requirements Available at SCC

IDS 104 Praxis I Test Prep	1
PSY 203 Human Growth and Development	3
MAT 211 Math for Elementary Education I	3
MAT 215 Geometry	3
MAT 130 Elementary Calculus (or MAT 140)	3
MAT 132 Discrete Math	3

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or poss@scpsc.edu, SCC central campus, West Building, Office B-21.

Automated Manufacturing Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: 5 terms day, 6 terms evening

Program Description
Automated manufacturing technology students learn to maintain, install, operate and service all types of automated systems, including robotic work cells. They study electrical and electronic theory and computer, mechanical and robotic fundamentals.

Practical Experience
Students gain experience building electronic circuits, troubleshooting and servicing robots, servicing fluid power systems, employing predictive maintenance techniques and solving problems on computers.

Professional Opportunities
Robotics technician, automated systems technician, electromechanical technician, systems specialist, electromechanical associate

Unique Aspects
The automated manufacturing technology curriculum is unique in that it incorporates the fields of electrical, electronic, mechanical, computer programming, robotics and process control systems into one course of study. This is extremely attractive to employers in modern manufacturing who are specifically looking to hire multi-skilled technicians into new and up-to-date operations. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER), in an assortment of modules related to the field of automation, process control and industrial maintenance technology.

EEDA Career Cluster
Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements for Automated Manufacturing Technology

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
MAT 101 Beginning Algebra	3
MAT 168 Geometry and Trigonometry	3
IDS 101 Human Thought and Learning	3
OR	
Social/Behavioral Science	

SPC 209	Interpersonal Communications	Credit Hours 3
	OR	
	Other Humanities/Fine Arts	

B. Major Courses

AMT 101	Automated Manufacturing Overview	2
AMT 105	Robotics and Automated Control I	3
AMT 110	Survey of Manufacturing Processes	3
AMT 205	Robotics and Automated Control II	3
AMT 206	Electricity and Automation	2
AMT 220	Concepts of Lean Manufacturing	3
EEM 107	Industrial Computer Techniques	2
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Controls I	4
EEM 201	Electronic Devices I	3
EEM 211	AC Machines	3
EEM 231	Digital Circuits I	3
EEM 251	Programmable Controllers	3
EEM 252	Programmable Controller Application	3
IMT 102	Industrial Safety	2
IMT 112	Hand Tool Operations	3
IMT 131	Hydraulics and Pneumatics	4
IMT 160	Preventive Maintenance	3
IMT 161	Mechanical Power Applications	4

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 74

Automotive Technology - Automotive Service Technology

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 6 terms day

Program Description
Students learn to diagnose, service, repair and maintain automotive systems, products and components. They learn to use recommended procedures, service publications, special service tools and equipment to properly repair customer vehicles.

Practical Experience
Students use cooperative work experiences at approved automotive service facilities (or equivalent *) to apply what they have learned in the classroom and lab sessions. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles and become familiar with a repair facility’s organization and environment, and learn to work as a member of a team.

Professional Opportunities
Automotive technician, fleet technician, service advisor, shop foreman, service manager

Unique Aspects
Students in the automotive technology programs are required to complete any preparatory courses prior to being accepted into the program. Changes in cooperative work experience sponsors requires the department head approval.
*Equivalent courses may be substituted for co-op work experience with permission and recommendation of department head.

EEDA Career Cluster
Transportation, Distribution & Logistics

Course Requirements for Automotive Technology-Automotive Service Technology

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
ENG 101 English Composition I	

	Credit Hours
ECO 101 Basic Economics	3
OR	
Other Humanities/Fine Arts	
OR	
Other Social/Behavioral Science	
HSS 205 Technology and Society	3
OR	
Other Humanities/Fine Arts	
MAT 155 Contemporary Mathematics	3
OR	
MAT 101 Beginning Algebra	
OR	
MAT 102 Intermediate Algebra	
OR	
MAT 110 College Algebra	
PSY 103 Human Relations	3
OR	
Other Social/Behavioral Science	

B. Major Courses

AUT 107 Advanced Engine Repair	4
AUT 111 Brakes	3
AUT 115 Manual Drive Train/Axle	3
AUT 132 Automotive Electricity	4
AUT 142 Heating and Air Conditioning	3
AUT 145 Engine Performance	3
AUT 160 Introduction to Automotive Technology	1
AUT 165 Environmental Management	3
AUT 221 Suspension and Steering Diagnosis	3
AUT 231 Automotive Electronics	4
AUT 232 Automotive Accessories	2
AUT 245 Advanced Engine Performance	5
AUT 251 Automatic Transmission Overhaul	5
CWE 114 Cooperative Work Experience I	4
CWE 124 Cooperative Work Experience II	4
CWE 132 Cooperative Work Experience III	2
CWE 214 Cooperative Work Experience IV	4
CWE 224 Cooperative Work Experience V	4
CWE 232 Cooperative Work Experience VI	2

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 80

Automotive Technology–FORD ASSET

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 6 terms day

Program Description
Ford ASSET (Automotive Student Service Educational Training) students learn to diagnose, service and maintain Ford and Lincoln-Mercury automotive products and components. They learn to use recommended procedures, special service tools and equipment, and Ford service publications.

Practical Experience
Students use cooperative work experiences at sponsoring Ford, Lincoln-Mercury or Mazda dealerships to apply what they have learned in the classroom and lab. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles, become familiar with a dealership's organization and environment, and learn to work as a member of a team.

Professional Opportunities
Automotive technician, service advisor, shop foreman, service manager

Unique Aspects
Students in Ford ASSET are required to complete any preparatory courses prior to being accepted into the program. They must have a Ford Motor Company approved dealership as a sponsor. Completion of cooperative work experiences and maintaining sponsorship at the sponsoring dealership is a program requirement. The Ford ASSET program is a NATEF certified master automobile training program.

EEDA Career Cluster
Transportation, Distribution & Logistics

Course Requirements for Automotive Technology–FORD ASSET

Credit Hours		
A. General Education Courses		
ENG 165	Professional Communications	3
	OR	
ENG 101	English Composition I	
ECO 101	Basic Economics	3
	OR	
	Other Humanities/Fine Arts	
	OR	
	Other Social/Behavioral Science	

	Credit Hours
HSS 205 Technology and Society	3
OR	
Other Humanities/Fine Arts	
MAT 155 Contemporary Mathematics	3
OR	
MAT 101 Beginning Algebra	
OR	
MAT 102 Intermediate Algebra	
OR	
MAT 110 College Algebra	
PSY 103 Human Relations	3
OR	
Other Social/Behavioral Science	

B. Major Courses

AUT 107 Advanced Engine Repair	4
AUT 111 Brakes	3
AUT 115 Manual Drive Train/ Axle	3
AUT 132 Automotive Electricity	4
AUT 142 Heating and Air Conditioning	3
AUT 145 Engine Performance	3
AUT 160 Introduction to Automotive Technology	1
AUT 165 Environmental Management	3
AUT 221 Suspension and Steering Diagnosis	3
AUT 231 Automotive Electronics	4
AUT 232 Automotive Accessories	2
AUT 245 Advanced Engine Performance	5
AUT 251 Automatic Transmission Overhaul	5
CWE 114 Cooperative Work Experience I	4
CWE 124 Cooperative Work Experience II	4
CWE 132 Cooperative Work Experience III	2
CWE 214 Cooperative Work Experience IV	4
CWE 224 Cooperative Work Experience V	4
CWE 232 Cooperative Work Experience VI	2

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 80

Basic Interpreting

Certificate

Program Start Date: Fall or spring term

Minimum Program Length: 4 terms, Internet based

Program Description

This certificate program gives foundational instruction in how to interpret between English and American Sign Language. Due to national certification requirements, students can enroll in this program only if they have previously earned a degree (any level).

Practical Experience

Students gain field experience through observations and evaluation of professional interpreters and by participating in interpreting internships at local agencies and institutions.

Professional Opportunities

Entry-level interpreters for public and private agencies, free-lance interpreters or preparation for further educational opportunities

Unique Aspects

The Certificate in Basic Interpreting is delivered on-line (Internet based). Students must demonstrate proficiency in American Sign Language to be accepted into this program.

EEDA Career Cluster

Human Services; Education & Training

Course Requirements for Basic Interpreting

Credit Hours

A. General Education Courses

None

B. Major Courses

ITP 101	Introduction to Interpreting	3
ITP 104	Interpreting in Educational Settings	3
ITP 106	Linguistics of American Sign Language	3
ITP 110	Discourse Analysis	3
ITP 112	Translation	3
ITP 201	Deaf History and Culture	3
ITP 204	English to ASL Interpreting I	3
ITP 205	English to ASL Interpreting II	3
ITP 206	ASL to English Interpreting I	3
ITP 207	ASL to English Interpreting II	3

		Credit Hours
ITP 212	Interpreting in Special Settings	3
ITP 214	Business Practices for Interpreters	3
ITP 240	Interpreting Internship	3

C. Electives and/or Additional Hours Required for Graduation

- No electives required for this program.

Minimum Semester credit hours required for graduation: 39

Basic Interpreting-General Technology

Associate Degree in Applied Science

Program Start Date: Fall or spring term
Minimum Program Length: 5 terms, Internet based

Program Description
Interpreter training students acquire specific skills to work as beginning sign language interpreters who interpret spoken English into American Sign Language and into manually-coded English; as well as American Sign Language and manually-coded English into spoken English.

Practical Experience
Students gain field experience through observations and evaluation of professional interpreters and by participating in interpreting internships at local agencies and institutions.

Professional Opportunities
Entry-level interpreters for public and private agencies, free-lance interpreters

Unique Aspects
The Interpreter Training Program is delivered on-line (Internet based). Students must demonstrate proficiency in American Sign Language in order to be accepted into this program.

EEDA Career Cluster
Human Services; Education & Training

Course Requirements for General Technology in Interpreter Training

Credit Hours

A. General Education Courses		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 155	Contemporary Mathematics	3
	OR	
MAT 160	Math for Business Finance	
	OR	
	Any transferable math	
PSY 201	General Psychology	3
SPC 205	Public Speaking	3

B. Major Courses
Primary Technical Specialty (39 credits)

		Credit Hours
ITP 101	Introduction to Interpreting	3
ITP 104	Interpreting in Educational Settings	3
ITP 106	Linguistics of American Sign Language	3
ITP 110	Discourse Analysis	3
ITP 112	Translation	3
ITP 201	Deaf History and Culture	3
ITP 204	English to ASL Interpreting I	3
ITP 205	English to ASL Interpreting II	3
ITP 206	ASL to English Interpreting I	3
ITP 207	ASL to English Interpreting II	3
ITP 212	Interpreting in Special Settings	3
ITP 214	Business Practices for Interpreters	3
ITP 240	Interpreting Internship	3

Secondary Technical Specialty: (12 credits)

Courses must be approved by the interpreting training program coordinator.

An individualized plan will be developed for each student after meeting with the interpreter training program coordinator.

C. Electives and/or Additional Hours Required for Graduation

PHI 110	Ethics	3
SOC 101	Introduction to Sociology	3

- Minimum semester credit hours required for graduation: 72

Commercial Graphics

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day

Program Description
Commercial graphics students acquire comprehensive skills in pre-press, press, and bindery / finishing processes.

Practical Experience
Students gain experience in electronic publishing; film assembly; proofing; plate-making; equipment make-ready, operation and maintenance; and product bindery / finishing operations. Students will become proficient in pre-press skills through use of industry-standard software and well-equipped Macintosh computers.

Professional Opportunities
Press operator, typesetter, bindery technician, pre-press technician, Macintosh computer operator, desktop publisher, platemaker

Unique Aspects
Students in commercial graphics generally complete a work experience activity at a local printer as part of the program. Graduates of this program may transfer into the General Technology Associate Program.

EEDA Career Cluster
Arts, A/V Technology and Communications; Manufacturing

Course Requirements for Commercial Graphics

Credit Hours

A. General Education Courses		
ENG 165	Professional Communications	3
MAT 155	Contemporary Math	3
B. Major Courses		
ARV 110	Computer Graphic I*	3
ARV 162	Graphic Reproduction I*	3
ARV 217	Computer Imagery*	3
CGC 101	Introduction to Graphic Techniques*	3
CGC 110	Electronic Publishing*	3
CGC 122	Basic Offset Press Operations*	3
CGC 135	Commercial Graphics Operations*	3
CGC 206	Typography II*	3

	Credit Hours
CGC 222 Advanced Offset Press Operations*	3
CGC 235 Finishing Operations*	3
CGC 240 Senior Project in Commercial Graphics*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 39

Commercial Graphics-General Technology

Associate Degree in Applied Science

Program Start Date: Any term

Program Start Date:Varies according to program choice

Program Description

Students will major in commercial graphics with a secondary speciality such as business or computer technology.

Program Experience

Graduates of the Commercial Graphics Certificate Program acquire comprehensive skills in pre-press, press and bindery / finishing processes. Students enrolling in this program may complete the associate degree by adding business, computer technology or other courses as approved by the program academic advisor.

Professional Opportunities

Customer service representative for a printing business, desktop publisher, web designer, print shop specialist.

Unique Aspects

This program is designed for graduates of the Commercial Graphics Certificate Program. Commercial graphics is the primary technical speciality. The secondary specialty is business, computer technology or other as approved by the academic advisor.

EEDA Career Cluster

Arts, A / V Technology & Communications; Manufacturing

Course Requirements for General Technology in Commercial Graphics

		Credit Hours
A. General Education Courses		
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 101	Beginning Algebra	3
MAT 155	Contemporary Mathematics	3
SPC 205	Public Speaking	3
OR		
SPC 209	Interpersonal Communication	
Social/Behavioral Science (from approved list)		3
Humanities/Fine Arts (from approved list)		3

Credit Hours

B. Major Courses

- Primary Technical Speciality*: 33
ARV 110, ARV 162, ARV 217, CGC 101, CGC 110, CGC 122, CGC 135,
CGC 206, CGC 222, CGC 235, CGC 240
- Secondary Technical Speciality*: 15
Choose **one** of the secondary technical speciality areas and complete all
courses in that area:
1. Business- ACC 111, MKT 101, MKT 135, MGT 101, MGT 120
2. Computer Technology- ARV 227, CPT 114, CPT 252, CPT 290, MKT 135
3. Other- MKT 135 plus 12 credits as approved by academic advisor

*A minimum grade of “C” or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- CGC 115 Digital Photography 3*
- Elective 3

Minimum semester hours required for graduation: 75

Communication

Certificate

Program Start Date:

Fall term

Minimum Program Length:

2 terms-day, evening, online

Program Description

This certificate combines theory and practical application in communication. Students will study a variety of communication dynamics critical to workplace management and the broader arena of productive citizenship. Students will also gain proficiency in oral communication, as well as communication methods for the media and group settings. Rhetoric and mass media study are introduced in relation to critically receiving communicated messages.

Practical Experience

Communication Certificate students should gain proficiency in communicating with individuals and in small and large groups. Students study interpersonal, intercultural, intergenerational, and gender communication, and gain an understanding of leadership, conflict resolution, and nonverbal communication. In addition, students are introduced to the studies of rhetoric and mass media, enabling them to become more critical receivers of communicated messages.

Professional Opportunities

Students in and graduates of terminal degree programs may opt to earn communication certification in order to more clearly express themselves and to better understand their co-workers, clients, patients, and the global community at large. All employees benefit from a study of communication, and students who complete this certificate should be particularly articulate, aware of cultural influences on communication, empathetic toward those with whom they communicate, and confident in their communicative abilities. Public school educators may opt to pursue the Communication Certificate in their recertification process.

Unique Aspects

Required coursework for the Communication Certificate offers students potential benefits in their personal relationships/interactions as well as increasing their professional communication skills.

EEDA Career Cluster

All 16 career clusters may apply.

Course Requirements for Communication

	Credit Hours
A. General Education Courses	
ENG 101 English Composition I	3
SPC 205 Public Speaking	3
SPC 209 Interpersonal Communication	3
B. Major Courses	
SPC 208 Intercultural Communication	3
SPC 212 Survey of Mass Communication	3
SPC 225 Introduction to Communication Theory	3
SPC 280 Organizational Communication	3
SPC 285 Advanced Public Speaking	3
ENG 110 Rhetoric and Advanced Composition	3
ENG 260 Advanced Technical Communications	
OR	
ENG 265 Advanced Professional Communications	
OR	
SPC 299 Special Topics in Communication	3

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 30

Computer Support Specialist

Certificate

Program Start Date: Fall term

Minimum Program Length: 3 terms day, 4 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer support specialist students learn to maintain personal computer systems, solve user problems, support user applications and provide user training. Students learn to diagnose and troubleshoot PC operating system problems, upgrade and maintain PC hardware and help desk concepts. In addition, students learn networking concepts, database concepts and programming logic.

Practical Experience

Students complete multiple projects using current personal computer hardware and software. They develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Software support specialist, system support technician, hardware technician and user support technician.

Unique Aspects

Graduates of this program may transfer into the computer technology associate degree, web page development certificate or networking operations certificate program. Graduates are prepared to pass the COMPTIA A+ certification exam.

EEDA Career Cluster

Information Technology

Course Requirements for Computer Support Specialist

	Credit Hours
A. General Education Courses	
ENG 101 English Composition I	3
MAT 101 Beginning Algebra**	3
B. Major Courses	
CPT 114 Computers and Programming*	3
CPT 118 Professional Practices in Information Technology	3
CPT 168 Programming Logic and Design*	3
CPT 170 Microcomputer Applications*	3
CPT 176 Microcomputer Operating Systems*	3
CPT 244 Data Structures*	3

	Credit Hours
CPT 264 Systems and Procedures*	3
CPT 285 PC Hardware Concepts*	3
IST 220 Data Communications*	3
IST 222 Intro to Web Page Production*	3
IST 293 IT and Data Assurance I*	3

**Students planning to continue in the associate program must earn a "C" or better in MAT 102.

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 39

Computer Technology

Associate Degree in Applied Science

(Emphasis on Software Development and Database Administration)

Program Start Date: Fall or spring terms

Minimum Program Length: 6 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer technology students develop skills in computer programming, PC operating systems, systems analysis and design, PC hardware concepts, computer software applications, database applications and networking.

Practical Experience

Students gain practical experiences in procedural and event-driven programming languages. They work with different types of operating systems, programming languages, networking architectures, personal computers and database applications. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Entry-level programmer, PC application specialist, programmer analyst, entry level data base administrator

EEDA Career Cluster

Information Technology; Business, Management & Administration

Course Requirements for Computer Technology

Credit Hours

A. General Education Courses		
Social/ Behavioral Sciences		3
Humanities/ Fine Arts		3
ENG 101	English Composition I*	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	
B. Major Courses		
CPT 114	Computers and Programming*	3
CPT 118	Professional Practices in Information Technology	3

		Credit Hours
CPT 168	Programming Logic and Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating System*	3
CPT 185	Event-Driven Programming*	3
CPT 202	SQL Programming*	3
CPT 206	Advanced Event-Driven Programming*	3
CPT 236	Introduction to Java and Programming*	3
CPT 242	Data Base*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 285	PC Hardware Concepts*	3
IST 220	Data Communications*	3
IST 222	Intro to Web Page Production*	3
IST 261	Advanced Network Administration*	3
IST 293	IT and Data Assurance I*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 72

Computer Technology with Information Management and Systems Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 6 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer technology students develop skills in computer programming, PC operating systems, systems analysis and design, PC hardware concepts, computer software applications, database applications and networking.

Practical Experience

Students gain practical experiences in procedural and event-driven programming languages. They work with different types of operating systems, programming languages, networking architectures, personal computers and database applications. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Entry-level programmer, PC application specialist, programmer analyst, entry level data base administrator

Unique Aspects

Graduates of this program will be able to continue working towards a Bachelor of Arts Degree with a major in Information Management and Systems at USC Upstate. At least 50 hours will be applied towards that degree upon acceptance at USC Upstate into the Informatics department.

Students who plan to continue their education at the university level, should consult their advisor for approved courses.

EEDA Career Cluster

Information Technology; Business, Management & Administration

Course Requirements for Computer Technology with Information Management and Systems Electives

	Credit Hours
A. General Education Courses	
Social/ Behavioral Sciences	3
Humanities/ Fine Arts	3
Other General Education Classes	12

Credit Hours

B. Major Courses

ACC 101	Principles of Accounting I	3
ACC 102	Principles of Accounting II	3
CPT 114	Computers and Programming*	3
CPT 168	Programming Logic and Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating System*	3
CPT 185	Event-Driven Programming*	3
CPT 206	Advanced Event-Driven Programming*	3
CPT 242	Data Base*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 202	SQL Programming*	3
CPT 285	PC Hardware Concepts*	3
IST 220	Data Communications*	3
IST 222	Introduction to Web Page Production*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The students must complete one elective course which totals 3.0 credit hours.

Other approved courses: 9 credit hours

Minimum semester credit hours required for graduation: 72

Computer Technology with Networking Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 6 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer technology with networking electives students develop skills in PC operating systems, PC hardware concepts, computer software applications and designing, building and maintaining small to medium size computer networks.

Practical Experience

Students work with different types of operating systems, networking architectures and personal computer applications. Lab projects are completed using Cisco inter-networking devices such as switches and routers. Students develop logical thinking, problem solving, interpersonal and communication skills.

Professional Opportunities

Network technician, computer operator, cable technician and Cisco certified network associate

Unique Aspects

Graduates of this program will be able to continue working towards a Bachelor of Arts Degree with a major in Computer Information Science with a concentration in Networking and Information Security at USC Upstate. At least 50 hours will be applied towards that degree upon acceptance at USC Upstate into the Computer Science department.

Students who plan to continue their education at the university level, should consult their advisor for approved courses.

This program utilizes course materials from the Cisco Systems Networking Academy Program, a cooperative venture between colleges, high schools, career centers and Cisco Systems (the world leader in networking for the Internet). High school students who have completed two semesters of the Cisco program at career centers are eligible to take subsequent courses. Graduates of this program are prepared to complete the certification exam offered by Cisco Systems to become a Cisco Certified Network Associate (CCNA).

EEDA Career Cluster

Information Technology; Arts, A/V Technology & Communications; Business, management & Administration; Science, Technology, Engineering & Mathematics

Course Requirements for Computer Technology with Networking Electives

Credit Hours

A. General Education Courses

Social/ Behavioral Sciences	3
Humanities/ Fine Arts	3
Mathematics/ Natural Science	3
Other Approved General Education Courses	9

B. Major Courses

CPT 114	Computers and Programming*	3
CPT 168	Programming Logic and Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating System*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 285	PC Hardware Concepts*	3
IST 201	Cisco Internetworking Concepts*	3
IST 202	Cisco Router Configuration*	3
IST 203	Advanced Cisco Router Configuration*	3
IST 204	Cisco Troubleshooting*	3
IST 220	Data Communications*	3
IST 261	Advanced Network Administration*	3
IST 293	IT and Data Assurance I*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete an elective course which totals 3.0 credit hours.

Other approved courses : 12 credit hours

Minimum semester credit hours required for graduation: 72

Computer Technology with Web Page Development Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 6 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer technology with web page development electives students develop skills in PC operating systems, PC hardware concepts, computer software applications and in designing, creating and maintaining web pages and web sites.

Practical Experience

Graduates of this program will be able to continue working towards a Bachelor of Science Degree with a major in Computer Science and Information Technology at Limestone College. Approximately 60 hours will be applied towards that degree upon acceptance at Limestone College into the Computer Science and Information Technology department.

Students who plan to continue their education at the university level, should consult their advisor for approved courses.

Students will employ a variety of web development technologies used in the development of effective, multi-functional web sites. They will become proficient in web server administration and maintenance. Students will utilize logical thinking, problem solving, interpersonal and communications skills in a team-oriented environment. A final comprehensive project involving students from other disciplines is included in the program. These courses will serve as preparation for a variety of professional Web certification exams.

Professional Opportunities

Webmaster; Web Developer, Certifications

EEDA Career Cluster

Information Technology; Business, Management & Administration; Marketing, Sales & Service; Arts, AV Technology & Communications

Course Requirements for Computer Technology with Web Page Development Electives

Credit Hours

A. General Education Courses

Social/ Behavioral Sciences	3
Humanities/ Fine Arts	3
ENG 101 English Composition I *	3
MAT 102 Intermediate Algebra *	3
MAT 120 Probability and Statistics	3
SPC 205 Public Speaking	3
OR	
SPC 209 Interpersonal Communication	

B. Major Courses

CPT 114 Computers and Programming*	3
CPT 118 Professional Practices in Information Technology	3
CPT 168 Programming Logic and Design*	3
CPT 170 Microcomputer Applications*	3
CPT 176 Microcomputer Operating System*	3
CPT 236 Introduction to JAVA Programming*	3
CPT 242 Database*	3
CPT 244 Data Structures*	3
CPT 239 Active Server Pages*	3
CPT 262 Advanced Web Page Publishing*	3
CPT 264 Systems and Procedures*	3
CPT 285 PC Hardware Concepts*	3
IST 220 Data Communications*	3
IST 222 Introduction to Web Page Production*	3
IST 238 Advanced Tools for Website Design*	3
IST 261 Advanced Network Administration*	3
IST 293 IT and Data Assurance I *	3

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete an elective course which totals 3.0 credit hours.

Minimum semester hours required for graduation: 72

*A grade of "C" or better is required.

Culinary Arts

Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 3 terms day, 4 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Culinary arts students learn the basic principles and applications of the food service industry. Competencies include safe food handling practices, sanitation, equipment operation and safety, dining room operations and service, nutrition applications, and food preparation; garden manger, entrees, baked goods and pastries, and buffet planning and organization. Students learn skills to manage production, inventory, purchasing and receiving and personnel.

Practical Experience

Students gain practical experience in a modern kitchen facility under the direction of a certified hospitality educator, food service director and certified food service educator. Students obtain practical experience in community hospitality operations through a scheduled internship.

Professional Opportunities

Baker, banquet chef, pantry cook, assistant production manager, garden manger, saute cook, dining room host or server, food purveyor representative and catering chef.

Unique Aspects

This program is accredited by the American Culinary Federation Foundation Accrediting Commission (ACF). Students will benefit from expanded career opportunities by participating in this program and may obtain their Certified Culinarian designation through the American Culinary Federation. ServeSafe, the industry's leading food safety training and certification program, is offered the first semester.

EEDA Career Cluster

Hospitality & Tourism

Course Requirements for Culinary Arts

	Credit Hours
A. General Education Courses	
SPC 205 Public Speaking	3
B. Major Courses	
CWE 113 Cooperative Work Experience*	3
HOS 101 Principles of Food Production I*	3
HOS 102 Principles of Food Production II*	3
HOS 103 Nutrition*	3

	Credit Hours
HOS 120 Bakeshop Production*	3
HOS 140 The Hospitality Industry*	3
HOS 145 Dining Room Operations*	3
HOS 155 Hospitality Sanitation*	3
HOS 201 A LaCarte I*	3
HOS 220 Advanced Bakeshop*	3
HOS 225 Buffet Organization*	4
HOS 255 Food Service Management*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester hours required for graduation: 40

Customer Service

Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 2 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Customer service students develop skills necessary to communicate with customers and successfully manage that relationship. Students will be provided with the fundamentals of basic business and clerical skills used in a customer service environment.

Practical Experience

Students are given an opportunity to train in an office environment how to answer and successfully handle phone calls. Projects in filing, document application, and basic clerical skills are assigned. Simulations and shadowing experiences also help to enrich the student's training. Effective communication, team-building, and problem-solving skills will be stressed.

Professional Opportunities

Receptionist, front desk clerk, customer service representative, general office clerk.

Unique Aspects

Credits earned in this program may be applied to the Administrative Office Technology Associate Degree Program.

EEDA Career Cluster

Marketing Sales & Service; Hospitality & Tourism; Business, Management & Administration

Course Requirements for Customer Service

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications*	3
SPA 105 Conversational Spanish	3
SPC 209 Interpersonal Communication	3
B. Major Courses	
CPT 101 Introduction to Computers*	3
CPT 174 Microcomputer Spreadsheet*	3
CPT 179 Microcomputer Word Processing*	3
MKT 135 Customer Service Techniques*	3

	Credit Hours
AOT 133 Professional Development*	3
AOT 141 Office Procedures I*	3
AOT 142 Office Procedures II*	3

*Grade of "C" or better is required.

C. Electives and/or Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 30

Digital Design

Certificate

Program Start Date: Fall term

Minimum Program Length: 3 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Digital design students acquire skills to become a digital designer. Emphasis is placed on design, digital imagery and typography.

Practical Experience

Students use computers and software applications to create graphics and page layouts for traditional printing or in cyberspace. Students have access to a modern, state of the art, Macintosh computer lab where they learn the professional applications of Photoshop, Illustrator, In Design, Flash and Dreamweaver.

Professional Opportunities

Graphic or digital designer for advertising agencies, the printing industry, newspapers, magazines, corporations and educational institutions

EEDA Cluster

Arts, A/V Technology and Communications

Course Requirements for Digital Design

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
MAT 155 Contemporary Math	3
B. Major Courses	
ARV 110 Computer Graphics I *	3
ARV 162 Graphic Reproduction I *	3
ARV 217 Computer Imagery *	3
ARV 227 Web Site Design I *	3
ARV 264 Special Project in Graphic Art *	3
CPT 101 Introduction to Computers *	3
CPT 252 Digital Animation *	3
CPT 290 Microcomputer Multimedia Concepts and Applications *	3
CGC 101 Introduction to Graphic Techniques*	3

	Credit Hours
CGC 110 Electronic Publishing*	3
CGC 115 Digital Photography*	3

* Minimum grade of C is required

C. Electives and/or Other Additional Courses Required for Graduation
None

Minimum semester credit hours required for graduation: 39

Early Childhood Development

Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 3-4 terms day or evening

Program Description

Early childhood development students acquire specific skills to create activities for the social, emotional, physical and mental development of children, both in and out of the classroom.

Practical Experience

Students gain early childhood development skills through rotations in child development centers, private and public kindergartens and special facilities.

Professional Opportunities

Teacher's aide in special education facilities or child development centers, a teacher in a child development facility

Unique Aspects

Students entering the program must have a criminal background check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being terminated from the Early Childhood Development Program.

EEDA Career Cluster

Human Services; Education & Training

Course Requirements for Early Childhood Development

Credit Hours

A. General Education

None

B. Major Courses

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
PSY 214	Psychology of the Exceptional Child	3

C. Electives and/or other Additional Courses Required for Graduation

- No electives required for this program.

Minimum semester credit hours required for graduation: 27

Note: The Early Childhood Development Certificate has been approved as an alternative to the Child Development Associate (CDA) credential required as certification for Head Start teachers.

Early Childhood Development-Advanced Child Care Management-General Technology

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: Varies according to program choice

Program Description
Students will major in Early Childhood Development in Advanced Child Care Management

Practical Experience
Students gain early childhood development skills through rotations in child development centers, Headstart, private and public kindergartens and special education facilities.

Professional Opportunities
Students with the associate degree can work as teacher aides in the school system or special education facilities; as teachers in child development centers and Headstart programs.

Unique Aspects
Student entering the program must have a criminal background check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being terminated from the Early Childhood Development Program.

A student who wishes to further his/her education, such as teacher certification at a four year institution, should take the Praxis I exam.

EEDA Career Cluster
Human Services; Education and Training

Course Requirements for General Technology in Early Childhood Development–Advanced Child Care Management

Credit Hours		
A. General Education Courses		
ENG 165	Professional Communications*	3
	OR	
ENG 101	English Composition I (transfer)*	
MAT 155	Contemporary Mathematics*	3
	OR	
	MAT Transfer Level Math (Students may choose)*	

	Credit Hours
PSY 201 General Psychology	3
PSY 214 Psychology of the Exceptional Child	3
CPT 101 Introduction to Computers	3
Humanities/Fine Arts (from approved list)	3

*After acceptance in the ECD curriculum, ENG and MAT courses should be taken first semester.

B. Major Courses

Primary Technical Specialty: (34 Credits)

*ECD 101(3.0), *ECD 102 (3.0), ECD 105 (3.0), ECD 131 (3.0), ECD 132 (3.0), ECD 133 (3.0), ECD 135 (3.0), ECD 201 (3.0), *ECD 203 (3.0), ECD 237 (3.0), ECD 243 (3.0), IDS 104 (1.0)

*Courses are prerequisites to the secondary specialities.

Secondary Technical Specialty: (12 Credits)

Advanced Child Care Management: (12 Credits)

ACC 111 (3.0), ECD 108 (3.0), ECD 109 (3.0), MGT 101 (3.0)

C. Electives and/or Other Additional Courses Required for Graduation

Students may choose any approved 3.0 credit course from the catalog.
Transfer credit from another institution may be used.

Minimum semester credit hours required for graduation: 67

Early Childhood Development-Infant/Toddler- General Technology

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: Varies according to program choice

Program Description

Students will major in Early Childhood Development in Infant/Toddler

Practical Experience

Students gain early childhood development skills through rotations in child development centers, Headstart, private and public kindergartens and special education facilities.

Professional Opportunities

Teacher aides in the school system or special education facilities; teachers in child development centers and Headstart programs.

Unique Aspects

Student entering the program must have a criminal background check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being terminated from the Early Childhood Development Program.

A student who wishes to further his/her education, such as teacher certification at a senior institution, should take the Praxis I test.

EEDA Career Cluster

Human Services; Education & Training

**Course Requirements for General Technology in Early Childhood
Development-Infant/Toddler**

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications*	3
OR	
ENG 101 English Composition I (transfer)*	
MAT 155 Contemporary Mathematics*	3
OR	
MAT Transfer Level Math (Students may choose)*	
PSY 201 General Psychology	3
PSY 214 Psychology of the Exceptional Child	3

	Credit Hours
CPT 101 Introduction to Computers	3
Humanities/Fine Arts (from approved list)	3

*After acceptance in the ECD curriculum, ENG and MAT courses should be taken first semester.

B. Major Courses

Primary Technical Specialty: (34 Credits)

*ECD 101(3.0), *ECD 102 (3.0), ECD 105 (3.0), ECD 131 (3.0), ECD 132 (3.0), ECD 133 (3.0), ECD 135 (3.0), ECD 201 (3.0), *ECD 203 (3.0), ECD 237 (3.0), ECD 243 (3.0), IDS 104 (1.0)

*Courses are prerequisites to the secondary specialities.

Secondary Technical Specialty: (12 Credits)

Infant/Toddler (12 Credits)

ECD 200 (3.0), ECD 205 (3.0), ECD 207 (3.0), ECD 251 (3.0)

C. Electives and/or Other Additional Courses Required for Graduation

Students may choose any 3.0 credit course from the catalog. Transfer credit from another institution may be used.

Minimum semester credit hours required for graduation: 67

Early Childhood Development-Special Education-General Technology

Associate Degree in Applied Science

Program Start Date: Fall

Program Start Date: Varies

Program Description

Students will major in Special Education Early Childhood

Program Experience

Students gain special education knowledge and skills through observations and projects in educational settings.

Professional Opportunities

Students with the associate degree can work as highly qualified teacher aides in the school system or special education facilities; including schools that specialize in deaf education.

Unique Aspects

Student entering the program must have a criminal background check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being terminated from the Early Childhood Development Special Education Program.

A student who wishes to further his/her education, such as teacher certification at a four year institution, should take the Praxis I exam.

EEDA Career Cluster

Human Services; Education and Training

Course Requirements for General Technology in Early Childhood Development-Special Education

		Credit Hours
<i>A. General Education Courses</i>		
BIO 101	Biological Science I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 110	Beginning Algebra	3
PSY 201	General Psychology	3

B. Major Courses**Primary Technical Specialty: (28 Credits)**

ECD 102 (3.0), ECD 203 (3.0), ECD 207 (3.0), ECD 257 (3.0), IDS 104 (1.0), PSY 214 (3.0), SOC 101 (3.0), SPC 208 (3.0), HUS 212 (3.0), HUS 213 (3.0)

Secondary Technical Specialty: (17 Credits)

ASL 101 (4.0), ASL 102 (4.0), ASL 201 (3.0), ASL 202 (3.0), ITP 201 (3.0)

C. Electives and/or Other Additional Courses Required for Graduation

Students may choose one of the three 2-3.0 credit courses: ASL 110 (2.0) OR PSY 212 (3.0) OR SPA 101(3.0)

Minimum semester credit hours required for graduation: 66-67

Electronics Engineering Technology

Associate Degree in Applied Science

Program Start Date: Any term

Minimum Program Length: 6 terms day

Program Description

Electronics Engineering Technology students gain skills necessary to assist engineers in designing, building, installing and testing electronic, computer, power and telecommunication equipment. They also develop skills in computer architecture, software development, programming applications and computer networking.

Practical Experience

Students gain experience in electronic circuits, electronic devices, electrical machinery, computers, programming, data communications and microprocessors.

Professional Opportunities

Computer technician, electronics repair technician, communications technician, computer programmer technician, computer network technician, sales representative, technical writer, field engineering technician, power technician

Unique Aspects

Through a partnership with the University of South Carolina Upstate, graduates of the EET program may transfer into the Bachelor of Science in Engineering Technology Management Program. Some additional coursework may be required. Students should consult their advisor for courses which are considered university transfer.

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone: (410) 347-7700.

EEDA Career Cluster

Transportation, Distribution & Logistics; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements for Electronics Engineering Technology

	Credit Hours
A. General Education Courses	
ENG 101 English Composition I	3
PHY 201 Physics I	4
Second Lab Science	4
Communications	3
Fine Arts or Humanities	3
Social/Behavioral Science	3

Credit Hours

Transfer math to include Algebra,
Trigonometry and Introduction to Calculus 8

B. Major Courses

EET 111	DC Circuits	4
EET 112	AC Circuits	4
EET 131	Active Devices	4
EET 141	Electronics Circuits	4
EET 145	Digital Circuits	4
EET 235	Programmable Controllers	3
EET 236	PLC Systems Programming	3
EET 273	Electronics Senior Project	1
EGR 104	Engineering Technology Foundations	3
EGR 112	Engineering Programming	3
TEL 202	Concepts of Telecommunications	3

C. Electives and/or Other Additional Courses Required for Graduation:

Technical Specialties: Choose 6 credits (minimum) from any of the following courses-

Computers and Telecommunications:
CPT 285 (3.0), CPT 209 (3.0), EET 241(4.0), EET 221 (3.0), TEL 240 (2.0)

Networking:
IST 201(3.0), IST 202 (3.0), IST 203 (3.0), IST 204 (3.0)

Industrial and Automated Manufacturing:
EEM 211(3.0), EEM 221(3.0), AMT 105(3.0), AMT 205 (3.0), AMT 206 (2.0)

Computer Aided Drafting:
EGT 151 (3.0), EGT 155(2.0), EGT 252(3.0)

Students must complete one elective course with a minimum of 2.0 credit hours

Minimum semester credit hours required for graduation: 72

Engineering Technology-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary specialty

Program Description
Students will major in Engineering Technology and minor in a secondary specialty specific to their educational and career goals.

Practical Experience
Students gain experience in manufacturing processes, electronic circuits, computer aided drafting, and other industrial areas based on their choice of secondary specialty.

Professional Opportunities
Engineering technician, installing and repair of operation equipment, industrial technician

Unique Aspects
Flexibility is the unique feature of this program which is designed to enable the student to work with their academic advisor in structuring their technical specialty to meet personal career goals or professional objectives in response to their employer.

EEDA Career Cluster
Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements for General Technology in Engineering Technology

Credit Hours

A. General Education Courses		
ENG 165 Professional Communication		3
OR		
ENG 101 English Composition I		
MAT 102 Intermediate Algebra		3
MAT 168 Geometry and Trigonometry		3
OR MAT 110 College Algebra		
OR MAT 120 Probability and Statistics		
Fine Arts/Humanities		3
Social/ Behavioral Science		3

Credit Hours

B. Major Courses

<i>Primary Technical Specialty:</i>	28
CPT 101 Introduction to Computers	3
EEM 117 AC/DC Circuits I	4
AET 111 Architectural Computer Graphics I	3
AET 221 Architectural Computer Graphics II	4
EGT 104 Print Reading	3
EGT 151 Introduction to CAD	3
EGT 155 Intermediate CAD	2
PHS 101 Physical Science	4
Free Elective	2
(Any Industrial or Engineering Technology Course)	

<i>Secondary Technical Specialty:</i>	12
Any Industrial or Engineering Technology Course	
(Academic advisor approval required)	

C. Electives and/or Other Additional Courses Required for Graduation:

Free Electives (non-transitional courses)	15
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Minimum semester credit hours required for graduation: 70

Expanded Duty Dental Assisting Diploma

Program Start Date: Fall term

Minimum Program Length: 3 consecutive terms, day

Program Description

Expanded duty dental assisting students develop skills to receive and to prepare the patient for treatment, to prepare dental instrument setups, and to assist a licensed dentist in the treatment of patients. As an office manager, the dental assistant is a liaison between the dentist and patients.

Practical Experiences

Students work in a simulated dental office in the fall and spring semesters on campus to gain clinical skills. Clinical experience is gained in all three terms by rotations in local dental offices.

Professional Opportunities

Chairside dental assistant, receptionist, oral surgery assistant, orthodontic assistant, pediatric dental assistant, endodontist assistant, periodontist assistant and office manager

Unique Issues

Graduates are required to take the Dental Assisting National Board Examination (DANB), a national certification exam to become certified dental assistants. The Expanded Duty Dental Assisting Program is accredited without reporting by:

American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611
(312) 440-4653
www.ada.org

EEDA Career Cluster

Health Science

Course Requirements for Expanded Duty Dental Assisting

Credit Hours

Prerequisites

DAT 110 Dental Terminology	3
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Credit Hours

A. General Education Courses

CPT 101	Introduction to Computers	3
ENG 165	Professional Communication	3
MAT 160	Math for Business and Finance	3
PSY 201	General Psychology	3

B. Major Courses

AHS 113	Head and Neck Anatomy	1
DAT 113	Dental Materials	4
DAT 115	Ethics and Professionalism	1
DAT 118	Dental Morphology	2
DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 124	Expanded Functions/Specialties	1
DAT 127	Dental Radiography	4
DAT 154	Clinical Procedures I	4
DAT 174	Office Rotations	4
DAT 177	Dental Office Experience	7

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 50

Fundamentals of Radiation Science

Certificate

Program Start Date: Any term

Minimum Program Length: 2 terms day, evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

The Certificate in the Fundamentals of Radiation Science provides fundamental physical science and mathematical knowledge as well as the development of critical thinking skills for the student who desires a career as a radiation protection technician in a nuclear power facility. The two-semester curriculum includes general education college transfer courses as well as an introductory radiation protection course taught by a qualified nuclear industry instructor.

Practical Experiences

Students are provided hands-on physical science and chemistry laboratory scenarios in which they develop and hone laboratory skills. Additionally, students are given the opportunity to use up-to-date microcomputer hardware and software similar to that used in business and industry. All courses will provide critical thinking skills that will allow for effective communication, team building and problem-solving skills stressed in the work place.

Professional Opportunities

Accelerated promotion opportunities within nuclear power facilities.

Unique Issues

This program prepares students for the Associate Degree in Applied Science with a major in Radiation Protection Technology (AAS RPT). Credits earned in this program may be applied to the AAS RPT Program as well as to course requirements for an AA or AS Degree.

EEDA Career Cluster

Science, Technology, Engineering & Mathematics

Course Requirements for Fundamentals of Radiation Science

Credit Hours

A. General Education Courses

CHM 105 General, Organic and Biochemistry 4

OR

CHM 110 College Chemistry I

AND

CHM 111 College Chemistry II

	Credit Hours
CPT 101 Introduction to Computers	3
CPT 174 Microcomputer Spreadsheets	3
ENG 101 English Composition I	3
ENG 260 Advanced Technical Communications	3
MAT 110 College Algebra	3
MAT 168 Geometry and Trigonometry	3
PHS 101 Physical Science I	4
OR	
PHY 201 Physics I	
OR	
PHY 221 University Physics I	
PHS 102 Physical Science II	4
OR	
PHY 202 Physics II	
OR	
PHY 222 University Physics II	
PSY 201 General Psychology	3
SPC 209 Interpersonal Communications	3

B. Major Courses

RPT 101 Introduction to Radiation Protection 1

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 37

General Studies Transfer Certificate in Arts & Sciences

Program Start Date: Any Term
Minimum Program Length: 2 terms day or evening

Program Description
Students will pursue a general education transfer certificate that is completely transferable to any four-year college or university. Students wishing to continue past this first year of study may pursue, and possibly complete a two-year transfer degree as an Associate of Arts or Associate of Sciences degree graduate.

Program Opportunities
Numerous opportunities exist in many fields of study where a general education is required.

Unique Aspects
Credits earned in this one-year transfer certificate may be applied to the Associate of Arts or Associate of Sciences transfer degree.

EEDA Career Cluster
All 16 career clusters apply.

Course Requirements for General Studies Transfer Certificate in Arts & Sciences

		Credit Hours
A. General Education Courses		
BIO 101	Biological Science I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
HIS 102	Western Civilization Post 1689	3
MAT 109	College Algebra with Modeling	3
	OR	
MAT 110	College Algebra	
MUS 105	Music Appreciation	3
PSY 201	General Psychology	3

B. Major Courses
All general education courses are also considered major courses for this certificate.

C. Electives and/or Other Additional Courses Required for Graduation

Electives (3)

9

Electives selected from six (1-6) groups listed below. No more than one elective selected from any one of the six groups.

¹ENG 102, SPC 205²MAT 120/130/140/211/215³ART 101, THE 101⁴HIS 101/112/201/202, REL 101/201, PHI 101/110⁵GEO 101/102, ECO 210/211, SOC 101, PSC 201⁶BIO 102, CHM 110/111, PHS 101/102, PHY 201/202/221/222

Minimum semester credit hours required for graduation: 31

Health Unit Coordinating Certificate

Program Start Date: Fall or summer terms

Minimum Program Length: 2 consecutive terms, day

Program Description

Health unit coordinating students gain skills to perform clerical duties for medical units, other departments in hospitals and various health care facilities. Students utilize knowledge of medical terminology, medical procedures and diagnostic tests to requisition hospital or medical services.

Practical Experience

Students develop interpersonal and technical skills that are vital to their role as communicators with physicians or health care personnel, patients and patients' families. They acquire clerical competencies including transcribing physicians' orders. The clinical rotations include hospitals, ambulatory care centers and long-term care facilities during the same term.

Professional Opportunities

Unit secretaries, clerks in other hospital areas, receptionists in physicians' offices and other medical settings.

Unique Aspects

Graduates are eligible to apply to take the National Certification Examination for Health Unit Coordinators.

EEDA Career Cluster

Health Sciences

Course Requirements for Health Unit Coordinating

Credit Hours

Prerequisites

AHS 102	Medical Terminology	3
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A. General Education Courses

CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
IDS 101	Human Thought and Learning	3

	Credit Hours
<i>B. Major Courses</i>	
AHS 170 Fundamentals of Disease	3
HUC 110 Health Unit Procedures I	7
HUC 120 Health Unit Procedures II	8

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 30

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Certificate

Program Start Date: Fall term

Minimum Program Length: 3 terms day or evening

Program Description

Heating, ventilation, air conditioning and refrigeration students learn skills to repair, install and maintain domestic, commercial and industrial HVAC equipment and controls.

Practical Experience

Students gain experience repairing HVAC systems, designing heating and air conditioning systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities

HVAC sales representative, HVAC technician, electrical controls technician

Unique Aspects

Courses from this certificate will apply towards an Associate in Applied Science Degree-General Technology with a major in Heating, Ventilation, Air Conditioning and Refrigeration Technology.

EEDA Career Cluster

Architecture & Construction; Manufacturing

Course Requirements for Heating, Ventilation, Air Conditioning and Refrigeration Technology

Credit Hours

A. General Education Courses

- None

B. Major Courses

ACR 101	Fundamentals of Refrigeration	5
ACR 106	Basic Electricity for HVAC	4
ACR 110	Heating Fundamentals	4
ACR 120	Basic Air Conditioning	4
ACR 125	Fundamentals of HVAC	4
ACR 130	Domestic Refrigeration	4
ACR 140	Automatic Controls	3
ACR 175	EPA 608 Certification Preparation	1
ACR 210	Heat Pumps	4

	Credit Hours
ACR 221 Residential Load Calculations	2
ACR 224 Codes and Ordinances	2
ACR 240 Advanced Automatic Controls	3

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 40

Heating, Ventilation, Air Conditioning and Refrigeration Technology-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary speciality

Program Description
Students will major in HVAC and minor in a secondary specialty specific to their educational and career goals.

Practical Experience
Students gain experience repairing HVAC systems, designing heating and air conditioning systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities
HVAC sales representative, HVAC technician, electrical controls technician

Unique Aspects
Students must be a graduate of an HVAC certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

EEDA Career Cluster
Manufacturing

Course Requirements for General Technology in Heating, Ventilation, Air Conditioning and Refrigeration Technology

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	
MAT 101 Beginning Algebra	3
OR	
Other Approved Mathematics	
Social/Behavioral Science	3
Humanities/Fine Arts	3
Other Approved General Education Course	3

	Credit Hours
B. Major Courses	
<i>Primary Technical Specialty:</i>	30
ACR 101, ACR 106, ACR 110, ACR 120, ACR 130, ACR 140, ACR 210, ACR 224	
<i>Secondary Technical Specialty:</i>	12
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)	
C. Electives and/or Other Hours Required for Graduation	
ACR 125, ACR 175, ACR 221, ACR 240:	10
Elective	3

Minimum semester credit hours required for graduation: 70

Horticulture Technology

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 2 fall + 2 spring day

Program Description

Horticulture technology students study applied plant science emphasizing plant production and use. Students are trained in landscaping, nursery and garden center operations, greenhouse management and horticulture support operations.

Practical Experience

Students participate in indoor and outdoor labs, greenhouse and nursery operations and the establishment and maintenance of ornamental gardens on the College's campus. In addition, students participate in horticultural work projects and field trips to horticulture sites within the region. Students receive training for the landscaping industry, nursery and garden center operations, and greenhouse management, as well as supporting horticulture supply businesses.

Professional Opportunities

Nursery operations, landscape management, grounds maintenance, landscape installation, parks and forestry services, urban forestry, retail plant sales, garden center management, greenhouse operation and horticulture supply businesses

Unique Aspects

Each year, numerous horticulture technology program students complete internships with various companies, including Walt Disney World, Callaway Gardens and Biltmore House and Gardens.

EEDA Career Cluster

Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements for Horticulture Technology

	Credit Hours
A. General Education Courses	
Math Requirement	3
Humanities Requirement	3
Social Sciences Requirement	3
ENG 101 English Composition I	3
SPC 205 Public Speaking	3
B. Major Courses	
HRT 105 Landscape Plant Materials	4
HRT 110 Plant Form and Function	4

	Credit Hours
HRT 125 Soils	4
HRT 141 Horticulture Pest Control	4

C. Electives and/or Additional Hours Required for Graduation

HRT 102 Landscape Design	4
HRT 108 Annuals and Perennials	2
HRT 132 Nursery Operations	3
HRT 139 Plant Propagation	3
HRT 200 Horticulture Business Management	3
HRT 223 Irrigation	4
HRT 230 Greenhouse Technology	4
HRT 241 Turf Management	3
HRT 253 Landscape Installation	4
HRT 255 Urban Tree Care	3
HRT 256 Landscape Management	4

- The student must complete one elective course that totals at least 2.0 semester credit hours.

Minimum semester credit hours required for graduation: 70

Industrial Electricity

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 3 terms day or evening

Program Description
Industrial electricity students study electrical theory. They also learn electrical and electronic circuits, motor controls and programmable logic controller fundamentals.

Practical Experience
Students gain experience constructing electrical circuits, using test equipment, operating motor controllers and working with programmable controllers.

Professional Opportunities
Electrical/electronic equipment installer, electronic salesperson, electrical maintenance person, general electrical worker

Unique Aspects
Courses from this certificate will apply towards an Associate in Applied Science Degree in Industrial Electronics or Automated Manufacturing Technology. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster
Manufacturing; Transportation, Distribution & Logistics; Architecture & Construction; Science, Technology, Engineering & Mathematics

Course Requirements for Industrial Electricity

Credit Hours

A. General Education Courses
None

B. Major Courses		
EEM 107	Industrial Computer Techniques	2
EEM 109	NCCER Core Curriculum	3
EEM 117	AC/DC Circuits I	4
EEM 118	AC/DC Circuits II	4
EEM 145	Control Circuits	3
EEM 151	Motor Controls I	4
EEM 152	Motor Controls II	4
EEM 162	Introduction to Process Control	3
EEM 201	Electronic Devices I	3

		Credit Hours
EEM 211	AC Machines	3
EEM 251	Programmable Controllers	3

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 36

Industrial Electricity-General Technology

Associate Degree in Applied Science

Program Start Date: Any term

Minimum Program Length: Varies according to choice of secondary speciality

Program Description

Students will major in Industrial Electricity and minor in a secondary speciality specific to their educational and career goals.

Practical Experience

Students gain experience constructing electrical circuits, using test equipment, operating motor controllers and working with programmable controllers.

Professional Opportunities

Electrical/electronic equipment installer, electronics salesperson, electrical maintenance technician, general electrical technician

Unique Aspects

Students must be a graduate of an industrial electricity certificate or diploma program and, aided by their academic advisor, select a secondary speciality that meets their personal and professional career goals. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster

Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements for General Technology in Industrial Electricity Technology

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	
MAT 101 Beginning Algebra	3
OR	
Other Approved Mathematics	
Social/Behavioral Science	3
Humanities/Fine Arts	3
Other Approved General Education Course	3

Credit Hours

B. Major Courses

Primary Technical Specialty: 29
EEM 105, EEM 117, EEM 121, EEM 145, EEM 151,
EEM 152, EEM 162, EEM 211, EEM 201

Secondary Technical Specialty: 12
Choose from any of the Industrial or Engineering Technology programs
(requires academic advisor approval)

C. Electives and/or Other Hours Required for Graduation

EEM 107, EEM 251 5
Elective 9

Minimum semester credit hours required for graduation: 70

Industrial Electronics Technology

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day

Program Description

Industrial electronics technology students study electrical and electronic theory. They learn to repair, install and maintain all types of electrical and electronic equipment used in industry.

Practical Experience

Students gain experience using test equipment, operating motor controllers and electronic motors and building electronic circuits. They work with microprocessors, programmable logic controllers and electronic drive systems. Students use computers to solve a number of problems related to electronics and industrial electronic controls.

Professional Opportunities

Electronic technician, plant electrician, biomedical repair technician, electronic equipment repairer, computer maintenance technician

Unique Aspects

There is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster

Manufacturing; Transportation, Distribution & Logistics; Science, Technology, Engineering & Mathematics

Course Requirements for Industrial Electronics Technology

Credit Hours

A. General Education Courses

ENG 165 Professional Communications 3

HSS 205 Technology and Society 3

OR

Other Humanities/Fine Arts

MAT 101 Beginning Algebra 3

MAT 168 Geometry and Trigonometry 3

PSY 103 Human Relations 3

OR

Other Social/Behavioral Science

Credit Hours

B. Major Courses

EEM 107	Industrial Computer Techniques	2
EEM 109	NCCER Core Curriculum	3
EEM 117	AC/DC Circuits I	4
EEM 118	AC/DC Circuits II	4
EEM 123	Schematics Analysis	3
EEM 145	Control Circuits	3
EEM 151	Motor Control I	4
EEM 152	Motor Controls II	4
EEM 162	Introduction to Process Control	3
EEM 201	Electronic Devices I	3
EEM 202	Electronic Devices II	3
EEM 211	AC Machines	3
EEM 221	DC/ AC Drives	3
EEM 231	Digital Circuits I	3
EEM 240	Basic Microprocessors	4
EEM 251	Programmable Controllers	3
EEM 252	Programmable Controllers Applications	3
EEM 275	Technical Troubleshooting	3
EEM 276	Applied Troubleshooting	3

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 78

Industrial Maintenance Technology

Diploma

Program Start Date: Any term
Minimum Program Length: 3 terms day or 6 terms evening

Program Description
Industrial maintenance technology students gain skills in blueprint reading, mathematics, statistical quality control, hydraulics, pneumatics, electricity, and the use of hand and power tools. They learn to troubleshoot and repair different types of equipment.

Practical Experience
Students acquire experience in installing, maintaining, repairing and rebuilding industrial equipment. They use drafting equipment, test equipment, and hand and power tools.

Professional Opportunities
Industrial plant mechanic, machinery rebuilder, millwright, statistical process control (SPC) technician

Unique Aspects
The program is structured to accommodate swing shift employees. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of automation, process control and industrial maintenance technology.

EEDA Career Cluster
Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics

Course Requirements for Industrial Maintenance Technology

Credit Hours

A. General Education Courses		
ENG 165	Professional Communications	3
SPC 209	Interpersonal Communications	3
OR		
Other Humanities / Fine Arts		
OR		
Other Social / Behavioral Science		
MAT 155	Contemporary Mathematics	3

Credit Hours

B. Major Courses

EEM 105	Basic Electricity	2
EEM 107	Industrial Computer Techniques	2
EEM 151	Motor Controls I	4
IMT 102	Industrial Safety	2
IMT 104	Schematics	2
IMT 112	Hand Tool Operations	3
IMT 120	Mechanical Installations	5
IMT 124	Pumps	2
IMT 131	Hydraulics and Pneumatics	4
IMT 160	Preventive Maintenance	3
IMT 161	Mechanical Power Applications	4
IMT 170	Statistical Process Control	3

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 45

Industrial Maintenance Technology-General
Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary specialty

Program Description
Students will major in Industrial Maintenance Technology and minor in a secondary specialty specific to their educational and career goals.

Practical Experience
Students gain experience in installing, maintaining, repairing and rebuilding industrial equipment using drafting equipment, testing equipment and hand and power tools.

Professional Opportunities
Industrial plant mechanic, machinery rebuilder, millwright, process control technician

Unique Aspects
Students must be a graduate of an industrial maintenance technology certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of automation, process control and industrial maintenance technology.

EEDA Career Cluster
Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements for General Technology in Industrial Maintenance Technology

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	
MAT 101 Beginning Algebra	3
OR	
Other Approved Mathematics	
IDS 101 Human Thought and Learning	3
OR	
Other Social/Behavioral Science	

	Credit Hours
SPC 209 Interpersonal Communications	3
OR	
Other Humanities/Fine Arts	
Other Approved General Education Course	3

B. Major Courses

<i>Primary Technical Specialty:</i>	30
EEM 105, EEM 151, IMT 102, IMT 104, IMT 112, IMT 120, IMT 124, IMT 160, IMT 161, IMT 170	
<i>Secondary Technical Specialty:</i>	12
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)	

C. Electives and/or Other Hours Required for Graduation

EEM 107, IMT 131	6
Electives	7

Minimum semester credit hours required for graduation: 70

Infant/Toddler

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: Varies according to program choice

Program Description
The Infant/Toddler Certificate Program is designed to help upgrade and enhance the skills of infant and toddler child care professionals and also is open to those with no experience. Professionals working with children birth through age three years old are provided with training, related to experiences in growth and development, curriculum issues, and practical classroom experience. This certificate and the individual courses will lead to the Infant/Toddler credential administered by the Center for Child Care Career Development if the student wishes to pursue that avenue.

Practical Experience
Students gain infant toddler skills through rotations in child development centers, Early Headstart, and special education facilities.

Professional Opportunities
Teacher’s aide in special education facilities or child development centers, a teacher in a child development facility

Unique Aspects
Student entering the program must have a criminal background check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being terminated from the Early Childhood Development Program.

EEDA Career Cluster
Human Services; Education & Training

Course Requirements for Infant/Toddler

	Credit Hours
A. General Education Courses	
None	
B. Major Courses	
ECD 101 Introduction to Early Childhood	3
ECD 102 Growth and Development I	3
ECD 200 Curriculum Issues in Infant and Toddler Development	3
ECD 205 Socialization and Group Care of Infants and Toddlers	3

		Credit Hours
ECD 207	Infants and Toddlers with Special Needs	3
ECD 251	Supervised Field Experience in Infant and Toddler Development	3

C. Electives and/or Other Additional Courses Required for Graduation

No Electives required for this program.

Minimum semester credit hours required for graduation: 18

Landscape Management

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 2 terms evening

Program Description
Landscape management students develop skills in the use of modern techniques and materials in landscape management.

Practical Experience
Students participate in special projects utilizing the College's ornamental garden and adjacent grounds for both observation and study.

Professional Opportunities
Landscape management and nursery fields

Unique Aspects
This certificate is designed especially for individuals already employed in landscape management and nursery businesses and for individuals desiring specific training in the major courses. The program is offered in the evening to accommodate individuals working in the industry; students may enroll fall or spring term. Credits earned may be applied to the horticulture associate degree; students should verify transfer of credits from the certificate to the associate program with the department head.

EEDA Career Cluster
Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements for Landscape Management

Credit Hours

A. General Education Courses
• None

B. Major Courses		
HRT 104	Landscape Design	3
HRT 113	Plant Materials	3
HRT 121	Commercial Irrigation	3
HRT 144	Plant Pests	3
HRT 153	Landscape Construction	3
HRT 241	Turf Management	3

C. Electives and/or other Additional Courses Required for Graduation
• None

Minimum semester credit hours required for graduation: 18

Machine Tool Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: 5 terms day or 6 terms evening

Program Description
Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading, drafting, metals and heat treatment, precision measuring equipment, and computer numerical control (CNC).

Practical Experience
Students gain experience in reading blueprints and in setting up and operating standard machine tools and CNC machines to produce precision metal parts.

Professional Opportunities
Maintenance machinist, tool room machinist, CNC operator, tool and die maker, tool and die repairer, CNC set up and programmer

Unique Aspects
The completion of this program will prepare students to pursue national credentials. The Machine Tool Technology Program adheres to the credentialing requirements of the National Institute for Metalworking Skills, 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, phone (703) 352-4971.

EEDA Career Cluster
Manufacturing

Course Requirements for Machine Tool Technology

	Credit Hours
A. General Education Courses	
ECO 101 Basic Economics	3
OR	
Other Social/Behavioral Science	
ENG 165 Professional Communications	3
HSS 205 Technology and Society	3
OR	
Other Humanities/Fine Arts	
MAT 101 Beginning Algebra	3
MAT 168 Geometry and Trigonometry	3

Credit Hours

B. Major Courses

EGT 104	Print Reading	3
EGT 108	Advanced Print Reading and Sketching	2
EEM 107	Industrial Computer Techniques	2
EGT 152	Fundamentals of CAD	3
IMT 102	Industrial Safety	2
MTT 111	Machine Tool Theory and Practice I	5
MTT 112	Machine Tool Theory and Practice II	5
MTT 113	Machine Tool Theory and Practice III	5
MTT 241	Jigs and Fixtures I	2
MTT 249	Introduction to CAM	3
MTT 250	Principles of CNC	3
MTT 253	CNC Programming and Operations	3
MTT 254	CNC Programming I	3
MTT 270	Operations & Programming of Coordinate Measuring Machines	3
MTT 275	Introduction to NIMS Credentialing	4
MTT 285	NIMS Level I Capstone	4

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit

Minimum semester credit hours required for graduation: 69

Machine Tool Technology

Certificate

Program Start Date: Any term

Minimum Program Length: 3 terms evening

Program Description

Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading and precision measuring equipment.

Practical Experience

Students gain experience in reading blueprints and in setting up and operating standard machine tools to produce precision metal parts.

Professional Opportunities

Maintenance machinist, machinist, machine operator and quality control inspector

Unique Aspects

Courses from this program will apply towards an Associate in Applied Science Degree in Machine Tool Technology. The Machine Tool Technology Program adheres to the credentialing requirements of the National Institute for Metalworking Skills, 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, phone (703) 352-4971.

EEDA Career Cluster

Manufacturing

Course Requirements for Machine Tool Technology

	Credit Hours
A. General Education Courses	
MAT 101 Beginning Algebra	3
MAT 168 Geometry and Trigonometry	3
B. Major Courses	
EEM 107 Industrial Computer Techniques	2
EGT 104 Print Reading	3
EGT 108 Advanced Print Reading and Sketching	2
EGT 152 Fundamentals of CAD	3
IMT 102 Industrial Safety	2
MTT 111 Machine Tool Theory and Practice I	5
MTT 112 Machine Tool Theory and Practice II	5
MTT 113 Machine Tool Theory and Practice III	5
MTT 250 Principles of CNC	3

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit.

Minimum semester credit hours required for graduation: 38

Management

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day or Internet based or 6 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description
Management students develop basic skills to plan, organize, lead and control activities in general business and industry settings. Focus will be placed on supervision, human resource management, accounting, financial planning, budgeting and computer applications. Additional skills will be developed based on the individualized plan of study developed by the student and department head/academic advisor. This program is offered online as well as in traditional classes.

Practical Experience
Students complete simulations and research projects in human resource management, accounting, finance and computer software applications.

Professional Opportunities
Supervisor, assistant manager, department manager, project manager, account manager

EEDA Career Cluster
Government & Public Administration; Law, Public Safety, Corrections & Security; Agriculture, Food & Natural Resources; Marketing, Sales & Service; Hospitality & Tourism; Business, Management & Demonstration; Finance

Course Requirements for Management

	Credit Hours
A. General Education Courses	
ECO 210 Macroeconomics	3
ENG 101 English Composition I*	3
ENG 102 English Composition II	3
MAT 102 Intermediate Algebra*	3
MAT 120 Probability and Statistics	3
SPC 205 Public Speaking	3
OR	
SPC 209 Interpersonal Communication	

Credit Hours

B. Required Core Courses

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
BAF 260	Financial Management	3
BUS 121	Business Law I*	3
BUS 210	Introduction to E-Commerce in Business*	3
BUS 220	Business Ethics*	3
BUS 268	Special Topics in Business*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. . Electives and/or Other Additional Courses Required for Graduation

- Students must complete 15.0 credit hours of approved electives. Department head/academic advisor will determine approval.

Minimum semester credit hours required for graduation: 69

Management with Culinary Arts Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day; 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Culinary Arts Electives) students develop skills to plan, organize, lead and control activities related to the food service industry. Students focus on the applications and supervision of restaurant and kitchen personnel involved in sanitation, nutrition, food preparation, menu design and pricing, purchasing, inventory control and cost management.

Practical Experience

Students gain hands-on experience in a state-of-the-art kitchen facility under the direction of a certified chef and a Certified Hospitality Educator (CHE). Students also complete projects using microcomputer applications and accounting software. Problem-solving, interpersonal and communication skills are also developed.

Professional Opportunities

Assistant restaurant manager, kitchen manager trainee, purchasing assistant, kitchen supervisor

Unique Aspects

Students will be offered certification examinations through the National Restaurant Association Examination for: Safety and Sanitation (ServSafe), Nutrition, Principles of Food Production II.

EEDA Career Cluster

Hospitality & Tourism; Business, Management & Administration

Course Requirements for Management with Culinary Arts Electives

Credit Hours

A. General Education Courses

ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3

		Credit Hours
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

B. Major Courses

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
BAF 260	Financial Management	3
BUS 121	Business Law I*	3
BUS 210	Introduction to E-Commerce in Business*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
HOS 101	Principles of Food Production I*	3
HOS 102	Principles of Food Production II*	3
HOS 103	Nutrition*	3
HOS 155	Hospitality Sanitation*	3
HOS 225	Buffet Organization*	4
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- Students must complete one elective course which totals 3.0 credit hours.

Minimum semester hours required for graduation: 70

Management with Fire Service Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day or Internet based or 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Fire Service Electives) students develop skills to plan, organize, lead and control the individuals and resources in fire departments. Course work will focus on supervision, human resource management, accounting and budgeting, and computer applications. This program may lead to a four-year baccalaureate degree in fire service administration or fire prevention technology.

Practical Experience

Through case studies, students simulate management decision-making skills that parallel those in industry. Students use microcomputer hardware and software in basic word-processing, spreadsheet, accounting, and finance applications. They develop effective communication, team-building and problem-solving skills.

Professional Opportunities

Assistant chief, fire chief (depending on level of applicable work experience in the fire service field)

Unique Aspects

At the request of the South Carolina State Fireman's Association, this management program has been designed for individuals currently working as a paid or volunteer fire fighter. Fifteen semester hours of fire service electives are required and may be taken from an accredited institution or may be earned through experiential learning by the completion of local, state and/or National Fire Academy training courses. An articulation agreement with guidelines for awarding exemption credit for certification training offered by the National Fire Academy or the South Carolina Fire Academy is available from the academic advisor and will be used to evaluate students' fire academy transcripts. Spartanburg Community College does not offer courses which meet this fire service requirement.

EEDA Career Cluster

Law, Public Safety, Corrections & Security; Business, Management & Demonstration

Course Requirements for Management with Fire Service Electives

Credit Hours

A. General Education Courses

ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

B. Required Core Courses

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II*	3
BUS 121	Business Law I*	3
BUS 210	Introduction to E-Commerce in Business*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

The student must complete a total of 15 semester credit hours of fire service electives as outlined under Unique Aspects.

The student must also complete one general elective course which totals a minimum of 3.0 credit hours. The student may use 3.0 credit hours of additional fire service electives to meet the general elective requirement.

Minimum semester credit hours required for graduation: 69

Management with Information Technology Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day or 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Information Technology Electives) students develop management skills related to information technology. Students focus on database applications and supervision of information technology personnel and/or projects.

Practical Experience

Students complete software applications and database projects. In addition, students complete accounting and finance simulations using microcomputer applications. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Information technology supervisor / manager, data analyst

EEDA Career Cluster

Law, Public Safety, Corrections & Security; Business, Management & Demonstration; Information Technology

Course Requirements for Management with Information Technology Electives

Credit Hours

A. General Education Courses

ECO 210	Macroeconomics	3
ENG 101	English Composition*	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

B. Major Courses

ACC 101	Accounting Principles*	3
ACC 102	Accounting Principles II	3
BAF 260	Financial Management	3
BUS 121	Business Law I*	3

	Credit Hours
BUS 210 Introduction to E-Commerce in Business*	3
BUS 220 Business Ethics*	3
CPT 101 Introduction to Computers*	3
CPT 114 Computers and Programming*	3
CPT 178 Software Applications*	3
MGT 101 Principles of Management*	3
MGT 201 Human Resource Management*	3
MKT 101 Marketing*	3

Secondary Technical Speciality* (Choose 12 hours from the following):

CPT 202 SQL Programming I*	3
CPT 242 Database*	3
CPT 244 Data Structures*	3
CPT 264 Systems and Procedures*	3
CPT 290 Microcomputer Multimedia Concepts Applications*	3
IST 220 Data Communications*	3
IST 222 Introduction to Web Page Productions*	3
IST 238 Advanced Tools for Web Site Design*	3
IST 293 IT and Data Assurance I*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one general elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Management with Marketing Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day or Internet-based

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Marketing Electives) students develop effective management skills related to marketing and sales. Students focus on developing sales strategies to maximize revenues through effective product development, pricing, promotion and placement in the market. Topics include retailing, advertising, consumer needs and customer service. This program is offered online as well as in traditional classes.

Practical Experience

Students develop advertising campaigns, make sales presentations, conduct market research surveys and complete accounting and finance simulations using microcomputer applications. They develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Salesperson, sales manager trainee, retail manager, advertising supervisor, marketing information specialist and customer service manager

EEDA Career Cluster

Hospitality & Tourism; Business, Management & Administration; Finance

Course Requirements for Management with Marketing Electives

Credit Hours

A. General Education Courses

ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability Statistics	3
SPC 205	Public Speaking	3
OR		
SPC 209	Interpersonal Communications	

B. Major Courses

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
BAF 260	Financial Management	3
BUS 121	Business Law I*	3

	Credit Hours
BUS 210 Introduction to E-Commerce in Business*	3
BUS 220 Business Ethics*	3
BUS 268 Special Topics in Business*	3
CPT 101 Introduction to Computers*	3
CPT 178 Software Applications*	3
MGT 101 Principles of Management*	3
MGT 201 Human Resource Management*	3
MKT 101 Marketing*	3
MKT 110 Retailing*	3
MKT 120 Sales Principles*	3
MKT 135 Customer Service Techniques*	3
MKT 260 Marketing Management*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Management with Sales Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Sales Electives) students develop skills to plan, organize, lead and control activities related to wholesale, retail, or business-to-business sales organizations. Students focus on needs assessment, marketing, promotions, purchasing, forecasting, and cost management.

Practical Experience

Students complete simulations and research projects in marketing, sales, purchasing, accounting, finance and computer software applications.

Professional Opportunities

Supervisor, assistant manager, department manager, project manager, account manager, salesperson, customer service representative, account manager, account executive.

Unique Aspects

The rationale for the Management with Sales Electives program is to fulfill the needs of the business community for entry level employees who can complete sales transactions having skills in negotiation, customer service, purchasing, strategic planning, and database management. Graduates will have sufficient skills to enter the marketplace or continue their education in sales and sales management.

EEDA Career Cluster

Marketing, Sales & Service; Business, Management & Administration

Course Requirements for Management with Sales Electives

Credit Hours

A. General Education Courses

ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

Credit Hours

B. Major Courses

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
BAF 260	Financial Management	3
BUS 121	Business Law I*	3
BUS 210	Introduction to E-Commerce in Business*	3
BUS 220	Business Ethics*	3
BUS 230	Purchasing*	3
BUS 268	Special Topics in Business*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MKT 101	Marketing*	3
MKT 120	Sales Principles*	3
MKT 221	Sales Strategies*	3
MKT 245	Promotional Strategies*	3

* Minimum grade of "C" is required.

C. Electives and/or Other Additional Courses Required for Graduation

The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Mechatronics Technology I

Certificate

Program State Date: Fall or spring term
Minimum Program Length: 2 terms day or evening

Program Description
Mechatronics Technology is a new, interdisciplinary field involving control systems, electronic systems, computer networks, and mechanical systems that integrates product design and automated manufacturing processes.

Practical Experience
Students gain experience and skills needed to perform routine maintenance, diagnosis, repairs, and installation involving electrical, mechanical and control systems in a manufacturing environment.

Professional Opportunities
Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate

Unique Aspects
Certificate graduates can apply these earned credits toward an Associate in Applied Science Degree-General Technology with a major in Mechatronics Technology.

EEDA Career Cluster
Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing and Transportation, Distribution and Logistics

Course Requirements for Mechatronics Technology I

	Credit Hours
A. General Education Courses	
MAT 155 Contemporary Mathematics	3
B. Major Courses	
AMT 105 Robotics and Automated Control I	3
EEM 117 AC/DC Circuits I	4
EEM 151 Motor Control I	4
EEM 107 Industrial Computer Techniques	2
IMT 102 Industrial Safety	2
IMT 112 Hand Tool Operations	3
IMT 131 Hydraulics & Pneumatics	4
IMT 104 Schematics	2
IMT 161 Mechanical Power Applications	4

C. Electives and/or Other Additional Courses Required for Graduation
None
Minimum semester credit hours required for graduation: 31

Mechatronics Technology II

Certificate

Program State Date: Fall term

Minimum Program Length: 2 terms day or evening

Program Description

This certificate further develops the skills of students who have completed the Mechatronics Technology I certificate, as well as advanced students already working in industry. The course is designed to prepare students for systematic approach to analysis and troubleshooting on advanced automated equipment and machinery, combining electronic, mechanical, robotics and control system technology found in modern manufacturing facilities.

Practical Experience

Students gain experience and skills needed to perform operations, maintenance, systematic troubleshooting, diagnosis, repair, and installation involving electrical, mechanical, robotics, and control systems in a manufacturing environment

Professional Opportunities

Maintenance Technician, Mechatronics Technician, Manufacturing Associate

Unique Aspects

Certificate graduates can apply these earned credits toward an Associate Degree in Applied Science with a major in Mechatronics Technology-General Technology.

EEDA Career Cluster

Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing and Transportation, Distribution and Logistics

Course Requirements for Mechatronics Technology II

Credit Hours

A. General Education Courses

AMT 205	Robotics and Automated Control II	3
AMT 206	Electricity and Automation	2
EEM 162	Introduction to Process Control	3
EEM 201	Electronic Devices I	3
EEM 221	DC / AC Drives	3
EEM 251	Programmable Controllers	3
EEM 252	Programmable Controllers Applications	3
EEM 275	Technical Troubleshooting	3
IMT 170	Statistical Process Control	3

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum Semester Credit Hours Required for Graduation: 26

Mechatronics Technology-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies

Program Description

This degree further develops the skills of students who have completed the Mechatronics Technology I and II certificates, as well as advanced students already working in industry. The course is designed to prepare students for system approach to analysis and troubleshooting on advanced automated equipment and machinery, combining electronic, mechanical, robotics and control system technology found in modern manufacturing facilities.

Practical Experience

Students gain experience and skills needed to perform operations, maintenance, systematic troubleshooting, diagnosis, repair, and installation involving electrical, mechanical, robotics, and control systems in a manufacturing environment

Professional Opportunities

Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate

Unique Aspects

Students must be a graduate of both Mechatronics Technology I and Mechatronics Technology II certificates prior to being accepted into the associate degree program.

EEDA Cluster

Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics

Course Requirements for General Technology in Mechatronics Technology
Credit Hours

A. General Education Courses

ENG 165	Professional Communications	3
OR		
Other Approved Communications		
MAT 155	Contemporary Mathematics	3
OR		
Other Approved Mathematics		

	Credit Hours
IDS 101 Human Thought and Learning	3
OR	
Other Approved Social/Behavioral Science	
SPC 209 Interpersonal Communications	3
OR	
Other Approved Humanities/ Fine Arts	
ECO 101 Basic Economics	3
OR	
Other Approved General Education Course	

B. Major Courses

EEM 117 AC/DC Circuits I	4
EEM 151 Motor Control I	4
EEM 162 Introduction to Process Control	3
EEM 201 Electronic Devices I	3
EEM 221 DC/ AC Drives	3
EEM 251 Programmable Controllers	3
EEM 252 Programmable Controllers	
Applications	3
EEM 275 Technical Troubleshooting	3

Secondary Technical Specialty:

IMT 102 Industrial Safety	2
EEM 107 Industrial Computer Techniques	2
IMT 131 Hydraulics & Pneumatics	4
IMT 161 Mechanical Power Applications	4

C. Electives and/or Other Additional Courses Required for Graduation

AMT 105 Robotics and Automated Control I	3
AMT 205 Robotics and Automated Control II	3
AMT 206 Electricity and Automation	2
IMT 170 Statistical Process Control	3
IMT 112 Hand Tool Operations	3
Elective	3

Minimum Semester Credit Hours Required for Graduation: 70

Medical Assisting

Diploma

Program Start Date: Fall term
Minimum Program Length: 3 consecutive terms, day

Program Description
Medical assistants are health care professionals who perform basic clinical and laboratory skills as well as administrative office procedures. They assist physicians and nurses in caring for patient in ambulatory medical facilities.

Practical Experience
Students gain interpersonal and technical skills by completing clinical rotations in local physicians' offices.

Professional Opportunities
Certified medical assistant in physicians' offices and selected areas in hospitals and clinics

Unique Aspects
The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The CAAHEP contact information is: CAAHEP, 35 East Wacker Drive, Chicago, IL 60601, Phone (312) 553-9355, www.caahep.org.

Graduates are eligible to apply to take the certification exam offered by the American Association of Medical Assistants (AAMA) to become certified medical assistants. Felons are not eligible for taking the certification examination unless the certifying board grants a waiver based on one or more mitigating circumstances.

EEDA Career Cluster
Health Sciences

Course Requirements for Medical Assisting

	Credit Hours
Prerequisites	
• One unit high school biology or chemistry or equivalent	
• One unit high school algebra or equivalent	
• AHS 102 Medical Terminology	3
• AHS 104 Medical Vocabulary / Anatomy	3

Credit Hours

A. General Education Courses

ENG 165	Professional Communications	3
MAT 160	Math for Business and Finance	3
PSY 201	General Psychology	3

B. Major Courses

AHS 170	Fundamentals of Disease	3
MED 103	Medical Assisting Introduction	3
MED 105	Medical Assisting Office Skills I	5
MED 111	Medical Assisting Administration	3
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
MED 118	Pharmacology for Medical Assistants	4
MED 125	Medical Assisting Advanced Laboratory Procedures	2
MED 134	Medical Assisting Financial Management	2
MED 156	Clinical Experience I	6

C. Electives and/or Other Additional Courses Required for Graduation

- Students must have previous college credit for the course AHS 102 Medical Terminology (3.0 credits) and AHS 104 Medical Vocabulary / Anatomy (3.0 credits) prior to admission into the program.
- The Medical Assisting Program uses weighted admission criteria to admit qualified applicants. Current Medical Assisting Program and advisement information is available on the SCC website (www.sccsc.edu) under the academic programs section. The minimum grade point average for admission into the program is 2.5.

Minimum semester credit hours required for graduation: 51

Medical Assisting-General Technology

Associate Degree in Applied Science

Program Start Date: Any term

Minimum Program Length: Varies according to program choice

Program Description

The General Technology Program is intended for students who find it necessary to design a program to meet specific individual needs. To enroll in the program, the student must meet with the Medical Assisting Program Coordinator to determine a curriculum plan. All courses must be approved by the Medical Assisting Program Coordinator.

Practical Experience

Students gain interpersonal and technical skills by completing clinical rotations in local physicians' offices.

Professional Opportunities

Certified medical assistant employed in physicians' offices, hospitals and clinics; office management, education, and other specialties depending on the selected courses

EEDA Career Cluster

Health Sciences

Course Requirements for Applied Science in Medical Assisting

Credit Hours

A. General Education Courses

MAT 160	Math for Business and Finance	3
ENG 165	Professional Communications	3
PSY 201	General Psychology	3
CPT 101	Introduction to Computers	3
Humanities/Fine Arts (from approved list)		3

B. Major Courses

***Primary Technical Specialty: (36 Credits)**

Must be a graduate of an accredited CAAHEP Medical Assisting Program

Secondary Technical Specialty: (12 Credits)

Courses must be approved by the Medical Assisting Program coordinator. An individualized plan will be developed for each student after meeting with the medical assisting program coordinator.

C. Electives and/or Other Additional Courses Required for Graduation

Other Hours Required for Graduation (6 Credits)

Enhancement of Primary or Secondary Technical Specialty

Courses must be approved by Medical Assisting Program coordinator.

Minimum semester credit hours required for graduation: 69 Credits

Medical Laboratory Technology

Associate Degree in Applied Science

Program Start Date: Fall term

Minimum Program Length: 5 consecutive terms, day

Program Description

Medical laboratory technology students work as medical investigators analyzing blood, urine, spinal and other body fluids and tissues to help the physician diagnose, treat and monitor disease processes in patients. Students have less patient contact than many other health science students.

Practical Experiences

Students gain interpersonal and technical skills by completing a nine month clinical rotation in affiliated hospitals, physicians' offices and clinics.

Professional Opportunities

Medical laboratory technicians in hospitals, physicians' offices, veterinary clinics, private and research laboratories, laboratory technicians in industrial laboratories, technical representatives and salespersons for medical supply companies

Unique Aspects

Students perform blood collection techniques, examine specimens under a microscope, operate complex digital medical equipment and computers. Graduates are eligible to apply to take a national certification exam to become registered clinical laboratory technicians. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 W. Bryn Mawr Avenue, Suite 670, Chicago, IL, 60631, (773) 714-8880, www.naacls.org.

EEDA Career Cluster

Health Sciences

Course Requirements for Medical Laboratory Technology

Credit Hours

Prerequisites

AHS 102 and AHS 104; one unit of high school chemistry or equivalent;
one unit of high school algebra or equivalent.

A. General Education Courses

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 155	Contemporary Mathematics	3
PSY 201	General Psychology	3

Credit Hours

B. Major Courses

MLT 101	Introduction to Medical Laboratory Technology	2
MLT 105	Medical Microbiology	4
MLT 108	Urinalysis and Body Fluids	3
MLT 110	Hematology	4
MLT 115	Immunology	3
MLT 120	Immunohematology	4
MLT 130	Clinical Chemistry	4
MLT 205	Advanced Microbiology	4
MLT 210	Advanced Hematology	4
MLT 219	Clinical Instrumentation	3
MLT 241	Medical Lab Transition	3
MLT 251	Clinical Experience I	5
MLT 252	Clinical Experience II	5
MLT 270	Clinical Application	12

C. Electives and/or other Additional Courses Required for Graduation

- The student must complete one elective course which totals 2.0-3.0 credit hours.
- For more information on clinical laboratory careers, visit our website at www.sccsc.edu/hhs/medlab.

Minimum semester credit hours required for graduation: 81

Networking Operations

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or 3 terms evening

Program Description
Networking operations students develop skills to design, build and maintain small to medium-sized computer networks.

Practical Experience
Students complete lab projects using Cisco devices such as switches and routers. They develop communication, interpersonal and problem solving skills.

Professional Opportunities
Network technician, cable technician and Cisco Certified Network Associate

Unique Aspects
This program utilizes course materials from the Cisco Networking Academy Program, a cooperative venture between colleges, high schools, vocational centers and Cisco (the world leader in networking for the Internet.) High school students who have completed two semesters of CISCO program at career centers are eligible to take subsequent courses. Graduates of this program are prepared to complete the certification exam offered by Cisco systems to become a Cisco Certified Network Associate (CCNA). Acceptance into this certificate program requires the permission of the department head.

EEDA Career Cluster
Arts, A / V Technology & Communications; Business, Management & Administration; Information Technology; Science, Technology, Engineering & Mathematics

Course Requirements for Networking Operations

Credit Hours

A. General Education Courses
None

B. Major Courses		
IST 201	Cisco Internetworking Concepts*	3
IST 202	Cisco Router Configuration*	3
IST 203	Advanced Cisco Router Configuration*	3
IST 204	Cisco Troubleshooting*	3
IST 261	Advanced Network Administration*	3
IST 290	Special Topics in Information Sciences*	3

*Minimum grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required
None
Minimum semester hours required for graduation: 18

Nursing

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms, day or late afternoon

Program Description

The Associate Degree in Nursing Program (ADN) curriculum prepares individuals to assume responsibilities as direct health care providers in a variety of health care settings. The program is designed to help students integrate nursing principles and theories with the sciences to utilize the nursing process in the practice of holistic nursing. The focus of nursing is on health promotion, maintenance, curative, restorative, supportive and terminal care to individuals and groups of all ages while taking into consideration the factors that influence them in the total environment.

Practical Experience

Students gain interpersonal, comprehensive critical thinking and technical skills through clinical rotations in affiliated hospitals, physicians' offices, clinics and health care facilities, and lab simulations.

Professional Opportunities

Registered nurses practice in hospitals, physicians' offices, nursing homes, clinics and community agencies.

Unique Aspects

Students must have a minimum GPA of 2.5 in all required nursing curriculum general education courses (must have a "C" or better) prior to seeking admission to the program. Weighted admission criteria is used in the selection of students for entry into the ADN program. Graduates of the ADN program may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

EEDA Career Cluster

Health Science

Course Requirements for Associate Degree in Nursing

Course Recommendation

It is highly recommended that the following courses be completed prior to seeking admission into the Associate Degree in Nursing Program: BIO 210, BIO 211 and BIO 225. A Compass college algebra score of 46 or above and a transferable math (MAT 110 or MAT 120) is required as part of the ADN curriculum. Students are encouraged to take MAT 110 or MAT 120 prior to entering the ADN program to enhance their achievement scores in NUR 106. The ADN Program uses hybrid Blackboard enhanced courses within its curriculum. Biology courses may only be repeated twice, effective August 2009.

Credit Hours

A. General Education Courses

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 110	College Algebra	3
	OR	
MAT 120	Probability and Statistics	
PSY 201	General Psychology	3

B. Major Courses

NUR 106	Pharmacologic Basics in Nursing Practice	2
NUR 107	Nutrition and Diet Therapy	1
NUR 120	Basic Nursing Concepts	7
NUR 163	Nursing Across the Lifespan I	2
NUR 165	Nursing Concepts and Clinical Practice I	6
NUR 214	Mental Health Nursing	4
NUR 230	Physical Assessment	3
NUR 263	Nursing Across Life Span II	4
NUR 264	Nursing Across Life Span III	4
NUR 265	Nursing Concepts and Clinical Practice II	6
NUR 270	Principles of Management and Leadership	1

Students may take BIO 240 (Nutrition, 3-0-3) as a substitution for NUR 107 (Nutrition and Diet Therapy (0-3-1) with the ADN department head's approval. If BIO 240 is used as a course substitute it must be completed prior to entering the ADN Program or during the first semester of the program.

C. Electives and/or Other Additional Courses Required for Graduation

The Associate Degree in Nursing Program is designed with fall and spring admissions to allow flexibility for both traditional and non-traditional students to complete the curriculum and enter the workforce to reduce the nursing shortage existing within the SCC service area.

Students will be required to demonstrate continuous competency by taking and passing competency exams associated with certain courses within the curriculum prior to being allowed to progress to the next curriculum courses or to graduate from the program. Students who are unsuccessful at passing competency exams after a pre-determined number of attempts will not be allowed to continue in or graduate from the program regardless of previous course grades.

Minimum semester credit hours required for graduation: 67

Pharmacy Technician

Certificate

Program Start Date: Fall, spring, summer terms

Minimum Program Length: 2 consecutive terms, day; clinical may involve evening or weekend hours.

Program Description

The Pharmacy Technician Program prepares graduates to perform essential functions in various areas of pharmacy practice including retail, hospital, long-term care, home-health care, physician office pharmacies and specialized areas of pharmacy. The program provides employers with a competent technician to assist the pharmacist within their scope of practice and to perform necessary unsupervised daily tasks including basic to extensive medication preparation, dosage calculations, compounding, IV admixture, patient information maintenance, inventory and quality control.

Practical Experience

Students in a pharmacy lab and in local pharmacies build proficiency in pharmacy processes and procedures such as procuring, manipulating, and preparing drugs for dispensing.

Professional Opportunities

Pharmacy technicians can obtain employment in retail, hospital, nursing homes, physicians' offices, home health pharmacies, as well as sales and technical support positions for drug manufacturers and software companies

Unique Aspects

The Pharmacy Technician Program is nationally accredited by the American Society of Health-System Pharmacists. Graduates are eligible to apply for state certification after completing 1,000 work hours and passing the Pharmacy Technician Certification Exam given by the Pharmacy Technician Certification Board.

Registration and Certification

Pharmacy Technician students are required to be registered with the S.C. Department of Labor, Licensing and Regulation Board of Pharmacy prior to beginning clinical rotations. This involves completing a registration application and paying a \$40 fee. The application includes the following two questions:

- 1) During the past five years, have you been treated for any condition, be it physical, mental, or emotional that could impair your ability to serve as a pharmacy technician?
- 2) During the past five years, have you been convicted of any criminal or civil charges (other than minor traffic ticket); is any legal action pending against you or are you currently on probation for any charges or legal action?

If the answer is yes to either of these questions, applicants are required to attach a full written explanation and the State Board of Pharmacy will review each situation separately to determine if applicants will be allowed in a clinical site.

The application for taking the national certification examination from the Pharmacy Technician Certification Board also states that the eligibility requirements to sit for the exam include the statement you must “have never been convicted of a felony”.

Therefore students who have been convicted of a felony will not be eligible to take the national certification examination. Students who have been convicted of any criminal or civil charges (other than a minor traffic ticket), have any legal action pending against them, are currently on probation for any charges or legal action, or have been treated for any condition, be it physical, mental, or emotional that could impair their ability to serve as a pharmacy technician during the past five years may not be able to attend clinical rotations and could not complete the program.

EEDA Career Cluster

Health Sciences

Course Requirements for Pharmacy Technician

Credit Hours

Prerequisites

- One unit of high school biology or chemistry or equivalent
- AHS 104 Medical Vocabulary / Anatomy 3
- MAT 101 Beginning Algebra 3

A. General Education

None

B. Major Courses

PHM 101	Introduction to Pharmacy	3
PHM 110	Pharmacy Practice	4
PHM 112	Pharmacy Math	2
PHM 113	Pharmacy Technician Math	3
PHM 114	Therapeutic Agents I	3
PHM 124	Therapeutic Agents II	3
PHM 164	Pharmacy Technician Practicum II	4
PHM 173	Pharmacy Technician Practicum III	3

C. Electives and/or Other Additional Courses Required for Graduation

- No electives required for this program.
- Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 31

Phlebotomy

Certificate

Program Start Date: Fall and Spring terms

Minimum Program Length: 1 term

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Phlebotomists are responsible for collecting blood for laboratory testing. Phlebotomists assist in collection, transportation, and basic specimen handling procedures for many types of specimens, such as venous blood, urine, sputum and other body tissues.

Phlebotomy skills are needed by a wide variety of health care professionals, including nurses, physicians, medical assistants, medical laboratory technicians, patient care technicians, and radiologic technologists.

Practical Experience

Students gain technical skills during lab simulations and rotations in affiliated clinical sites.

EEDA Career Cluster

Health Sciences

Course Requirements for Phlebotomy

Credit Hours

A. General Education Courses

None

B. Major Courses

AHS 101	Introduction to Health Professions	2
AHS 102	Medical Terminology	3
AHS 106	Cardiopulmonary Resuscitation	1
AHS 144	Phlebotomy Practicum	5
AHS 146	Phlebotomy Experience	7

C. Electives and/or Other Additional Courses Required for Graduation

- No electives required for this program.
 - Graduates of the program must be at least 18 years old.
- Minimum semester credit hours required for graduation: 18

Pipe Welding

Certificate

Program Start Date: Any term

Minimum Program Length: 2 terms weekends (Friday & Saturday)

Program Description

This certificate will provide specialty skills training needed by SC and SC Upstate employers in various industries including the nuclear industry. Basic and advanced ferrous and nonferrous metal welding techniques are emphasized. These techniques include appropriate equipment adjustments and processes to fit and weld these metals using running beads in several major positions. Specialized arc welding and inert gas welding are also learned. A program prerequisite is successful completion of course WLD 155, ARC Welding III.

Practical Experience

Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities

Welder, fitter and fabricator

EEDA Career Cluster

Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction

Course Requirements for Pipe Welding

	Credit Hours
Prerequisite	
WLD 115 ARC Welding III	4

A. General Education Courses

- None

B. Major Courses

WLD 117 Specialized Arc Welding	4
WLD 132 Inert Gas Welding Ferrous	4
WLD 136 Advanced Inert Gas Welding	2
WLD 208 Advanced Pipe Welding	3

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 13

Pre-Biotechnology (Phase I)

Certificate

Program Start Date: Any Term

Minimum Program Length: 2 terms day and/or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

The Certificate in Pre-Biotechnology provides fundamental biological science, chemistry, and mathematical knowledge as well as the development of critical thinking skills for the student who desires a career in Biotechnology. The two-semester curriculum includes general education college transfer courses as well as the core science classes required for the successful completion of the second year science curriculum at Greenville Technical College.

Practical Experience

Students are provided hands-on biology and chemistry laboratory scenarios in which they develop and hone laboratory skills. Additionally, students are given the opportunity to use up-to-date microcomputer hardware and software similar to that used in business and industry. All courses will provide critical thinking skills that will allow for effective communication, team building and problem-solving skills stressed in the work place.

Professional Opportunities

Accelerated promotion opportunities within biotechnology facilities.

Unique Aspects

This program prepares students for the Associate Degree in Health Science with a major in Biotechnology. Credits earned in this program may be applied to completion of the 2 year Associate Degree with a major in Biotechnology as well as course requirements for an AA or AS Degree.

EEDA Career Cluster

Science, Technology, Engineering, and Mathematics

Course Requirements for Pre-Biotechnology - Phase I

Credit Hours

A. General Education Courses			
BIO 101	Biological Science I		4
CHM 110	College Chemistry I		4
ENG 101	English Composition I		3
SPC 205	Public Speaking		3
	Humanities Elective		3

	Credit Hours
CHM 111 College Chemistry II	4
CPT 101 Introduction to Computers	3
ENG 260 Advanced Technical Communications	3
MAT 120 Probability & Statistics	3
Social Science Elective	3

B. Major Courses*

CHM 213 Biochemistry	3
CHM 214 Biochemistry Laboratory	1

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 33

*Offered at SCC but not required for the Pre-Biotechnology certificate

Pre-Occupational Therapy Assistant (Phase I)

Certificate

Program Start Date: Any term

Minimum Program Length: 2 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Occupational therapy assistants provide services to those whose abilities to cope with basic tasks of living, work and leisure are threatened or impaired by developmental deficits, the aging process, poverty, cultural differences, physical injury or illnesses, or psychological and social disability.

Practical Experience

Students gain proficiency in interpersonal and technical skills through labs and specialized rotations in (Phase II) at Greenville Technical College.

Professional Opportunities

Occupational therapy assistants in hospitals, nursing homes, mental health facilities, rehabilitation centers, schools, camp, private homes or community agencies

Unique Aspects

The pre-occupational therapy assistant certificate (Phase I) is offered for students who wish to apply for Phase II of the Occupational Therapy Assistant Program at Greenville Technical College (GTC). This is an articulated program with GTC. Acceptance into Phase II is based on GTC's admission policies. Courses completed in Phase II of the program must be completed at GTC. Students must complete Career Talk requirements at GTC prior to being accepted into Phase I. The length of time required to complete the program is dependent on the number of courses in which the student enrolls each term. Students are required to enter Phase II within five years of attendance at Career Talk and must maintain a 2.5 GPA with no less than a "C" in each course. There is a five-year time limit from the time the following courses are taken until entry into Phase II: BIO 211, CPT 101. Students must work closely with their SCC Phase I advisor in order to remain aware of any program requirement changes and stay on the appropriate timeline to apply for Phase II at GTC.

EEDA Career Cluster

Health Sciences

Course Requirements for Pre-Occupational Therapy Assistant - Phase I

Credit Hours

A. General Education Courses

AHS 102	Medical Terminology	3
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 109	College Algebra with Modeling	3
	OR	
MAT 110	College Algebra	
	OR	
MAT 120	Probability and Statistics	
PSY 201	General Psychology	3
PSY 212	Abnormal Psychology	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communications	
Elective (Humanities- Choose from PHI 105*, PHI 110 or SPA 101)		3
*GTC course		

B. Major Courses

- All occupational therapy assistant courses (Phase II) must be taken at Greenville Technical College Greer Campus.

C. Electives and/or Additional Courses Required

- Elective (humanities): A student must complete one elective which totals at least three semester credit hours and must meet Greenville Technical College's humanities requirements.

Minimum semester credit hours required for graduation: 35

Pre-Paralegal (Phase I)

Certificate

Program Start Date: Fall term (day only)

Minimum Program Length: 2 terms

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Paralegals work under the direction of an attorney and perform all phases of legal work including research, investigation and document preparation. Paralegals investigate the facts of cases and ensure that all relevant information is considered. They also identify appropriate laws, judicial decisions, legal articles and other materials that are relevant to assigned cases.

Practical Experience

Students gain proficiency in interpersonal and technical skills. Additional legal speciality courses as well as an internship will be completed at Spartanburg Methodist College.

Professional Opportunities

Paralegals are employed by law firms, corporate legal departments, medical facilities and various government offices.

Unique Aspects

The pre-paralegal certificate (phase 1) is offered for students who wish to apply for Phase II at Spartanburg Methodist College (SMC). Acceptance into Phase II is based on SMC's standard admission policies. Completion of Phase I with a grade of "C" in every class and two letters of recommendation are required. Credits earned in this program may be applied to the administrative office technology with legal electives associate degree.

EEDA Career Cluster

Law, Public Safety, Corrections & Security

Course Requirements for Pre-Paralegal - Phase I

Credit Hours

A. General Education Courses

ENG 165	Professional Communications*	3
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B. Major Courses

AOT 133	Professional Development*	3
AOT 141	Office Procedures I*	3
AOT 144	Legal Office Procedures*	3

	Credit Hours
AOT 213 Legal Document Production*	3
AOT 214 Software Applications for the Law Office*	3
BUS 121 Business Law I*	3
CPT 101 Introduction to Computers*	3

* Minimum grade of C is required

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 24

Pre-Physical Therapist Assistant (Phase I)

Certificate

Program Start Date: Any term

Minimum Program Length: 3 terms, day or evening

Program Description

Physical therapy assistants provide direct patient care to individuals who experience temporary or permanent disability due to pain, injury, disease or birth defects.

Practical Experience

Students gain proficiency in interpersonal and technical skills through labs and specialized rotations in (Phase II) at Greenville Technical College.

Professional Opportunities

Physical therapist assistants in hospitals and rehabilitation centers

Unique Aspects

The pre-physical therapist assistant certificate (Phase I) is offered for students who wish to apply for Phase II of the Physical Therapist Assistant Program at Greenville Technical College (GTC). This is an articulated program with GTC. Courses completed in Phase II of the program must be completed at GTC. Acceptance into Phase II is based on GTC's admission policies. Students must complete Career Talk requirements at GTC prior to being accepted into Phase I. The length of time required to complete the program is dependent on the number of courses in which the student enrolls each term. Students are required to enter Phase II within five years of attendance at Career Talk and must maintain a 2.5 GPA with no less than a "C" in each course. There is a five-year time limit from the time the following courses are taken until entry into Phase II: BIO 211 and CPT 101. Students must work closely with their SCC Phase I advisor in order to remain aware of any program requirement changes and stay on the appropriate timeline to apply for Phase II at GTC.

EEDA Career Cluster

Health Sciences

Course Requirements for Pre-Physical Therapist Assistant - Phase I

Credit Hours

A. General Education Courses

AHS 102	Medical Terminology	3
	OR	
AHS 104	Medical Vocabulary / Anatomy	
BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3

	Credit Hours
ENG 102 English Composition II	3
MAT 120 Probability and Statistics	3
PSY 201 General Psychology	3
PSY 203 Human Growth & Development	3
SPC 205 Public Speaking	3
OR	
SPC 209 Interpersonal Communications	
Elective (humanities)	3

B. Major Courses

- All physical therapist assistant courses (Phase II) must be taken at Greenville Technical College Greer Campus.

C. Electives and/or Additional Courses Required

- Elective (humanities): A student must complete one elective which totals at least three semester credit hours and must meet Greenville Technical College's humanities requirements.

Minimum semester credit hours required for graduation: 35

Radiation Protection Technology

Associate Degree in Applied Science

Program Start Date: Summer term

Minimum Program Length: 5 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

The Associate Degree in Applied Science with a major in Radiation Protection Technology provides the fundamental knowledge and skills to the student who desires a career as a radiation protection technician in a nuclear power facility. Entrance into the program requires a successful completion of the Fundamentals of Radiation Science certificate with a C or better in every course. The two-year curriculum includes general education college transfer courses, nuclear power plant operation courses taught by Institute of Nuclear Power Operation (INPO) certified Duke Energy instructors, and two paid, hands-on internships in local nuclear power facilities that will prepare the graduate for immediate employment as a junior radiation protection technician.

Practical Experience

General education courses will provide students hands-on physical science and chemistry laboratory scenarios in which they develop and hone laboratory skills. Additionally, students are given the opportunity to use up-to-date microcomputer hardware and software similar to that used in business and industry. Major courses in radiation protection will provide students with on-the-job training (OJT) followed by task performance evaluation (TPE) that will allow for successful on-site performance. Qualifying students will participate in two hands-on internships in a nearby nuclear power facility. The duration of each internship will be a minimum of 40 days with a minimum number of 240 hours of on-site activity and training. Collectively, these courses will promote critical thinking skills that will allow for effective communication, team building and problem-solving skills stressed in the work place.

Professional Opportunities

Graduates of the Associate Degree in Applied Science with a major Radiation Protection Technology Program will be prepared for immediate employment as junior radiation protection technicians in any U.S. nuclear power facility.

Unique Aspects

Currently, this program is the only one in the state of South Carolina and exists due to a partnership formed between the College and Duke Energy. This relationship allows for instruction on radiation protection by veteran Institute of Nuclear Power Operation (INPO) certified Duke Energy instructors and on site internships in local

Continued — Radiation Protection Technology

nuclear power facilities. This partnership allows for the college to provide not only the general education courses required for understanding radiation protection, but INPO certified instruction in radiation protection as well.

EEDA Career Cluster Science, Technology, Engineering and Mathematics

Course Requirements* for Industrial Technology in Radiation Protection Technology

Credit Hours

A. General Education Courses

CHM 105	General, Organic and Biochemistry	4
	OR	
CHM 110	College Chemistry I	
	AND	
CHM 111	College Chemistry II	
CPT 101	Introduction to Computers	3
CPT 174	Microcomputer Spreadsheets	3
ENG 101	English Composition I	3
ENG 260	Advanced Technical Communications	3
MAT 110	College Algebra	3
MAT 168	Geometry and Trigonometry	3
PHS 101	Physical Science I	4
	OR	
PHY 201	Physics I	
	OR	
PHY 221	University Physics I	
PSY 201	General Psychology	3
PHS 102	Physical Science II	4
	OR	
PHY 202	Physics II	
	OR	
PHY 222	University Physics II	
RPT 101	Introduction to Radiation Protection***	1
SPC 209	Interpersonal Communications	3

*Grade of "C" or better is required in all general education courses.

***This RPT 101 course is required during the freshman year and is part of the Fundamentals of Radiation Science Certificate Program.

B. Major Courses

RPT 101	Introduction to Radiation Protection	1
RPT 201	Power Plant Fundamentals	4
RPT 202	Fundamental Plant Systems	1
RPT 203	General Employee Training	3

Continued — Radiation Protection Technology

	Credit Hours
RPT 204 Human Resources and Error Reduction	1
RPT 205 Radiation Detection and Standards	2
RPT 206 Radiation Monitoring and Exposure Control	4
RPT 207 Contamination Control & Incident Prevention	3
RPT 208 Radiation Protection Internship I	1
RPT 210 SCWE in Radiation Protection Internship I	4
RPT 211 Research in Radiation Protection	1
RPT 212 On Job Training and Task Performance Evaluation Preparation	1
RPT 213 OJT / TPE on Standardized Tasks	6
RPT 216 Radiation Protection Internship II	1
RPT 218 SCWE in Radiation Protection Internship II	4

**Grade of “B” or better is required in all major courses.

C. Electives and/or Other Additional Courses Required

- None

Minimum semester hours required for graduation: 73

Radiologic Technology

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 6 consecutive terms, day

Program Description
Radiologic technology students assist the radiologist by performing radiographic examinations of the body to rule out or confirm diseases, fractures and other injuries.

Practical Experience
Students gain proficiency through lab simulations and clinical experiences in affiliated hospitals.

Professional Opportunities
Registered radiographers work in hospitals, clinics and specialized physicians' offices; with additional training and/or experience, radiographers may specialize in other modalities such as bone densitometry, mammography, nuclear medicine, radiation therapy, ultrasound, computed tomography, magnetic resonance imaging and special angio-vascular procedures.

Unique Aspects
Graduates are eligible to apply to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT) to become registered technologists in radiography. The Radiologic Technology Program is accredited by the

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3812
(312)704-5300
e-mail: mail@jrcert.org

EEDA Career Cluster
Health Sciences

Course Requirements for Radiologic Technology

Credit Hours

Prerequisites	
• AHS 102 Medical Terminology	3
• MAT 101 Beginning Algebra	3
• High school algebra or equivalent	
• High school biology or chemistry or equivalent	

Credit Hours

A. General Education Courses

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 102	Intermediate Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
OR		
SPC 209	Interpersonal Communication	

B. Major Courses

AHS 110	Patient Care Procedures	2
RAD 105	Radiographic Anatomy	4
RAD 110	Radiographic Imaging I	3
RAD 115	Radiographic Imaging II	3
RAD 121	Radiographic Physics	4
RAD 130	Radiographic Procedures I	3
RAD 136	Radiographic Procedures II	3
RAD 165	Applied Radiography II	5
RAD 176	Applied Radiography III	6
RAD 201	Radiation Biology	2
RAD 205	Radiographic Pathology	2
RAD 225	Selected Radiographic Topics	2
RAD 230	Radiographic Procedures III	3
RAD 256	Advanced Radiography I	6
RAD 268	Advanced Radiography II	8
RAD 278	Advanced Radiography III	8
RAD 282	Imaging Practicum	2
RAD 283	Imaging Practicum	3

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 2.0-3.0 credit hours.
- The Radiologic Technology Program uses weighted admission criteria to admit qualified applicants. Current radiologic technology program information is available on the SCC website (www.sccsc.edu) under the academic programs section. The minimum grade point average for admission into the program is 2.5.

Minimum semester credit hours required for graduation: 92

Respiratory Care

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 6 consecutive terms, day

Program Description
Respiratory care students assess a patient's need for respiratory care, administer the therapy, evaluate the patient's response and modify the care to provide the maximum benefit to the patient.

Practical Experience
Students develop skills through lab simulations and clinical rotations at affiliated hospitals and other designated health care agencies.

Professional Opportunities
Certified and registered respiratory therapists in hospitals, home care settings, nursing homes and physicians' offices

Unique Aspects
Graduates are eligible to apply to take the national certification and the registry examinations to become certified and registered respiratory therapists. Graduates must first successfully complete the entry-level certification exam before they can take the registry exams.

EEDA Career Cluster
Health Sciences

Course Requirements for Respiratory Care

Credit Hours

- Prerequisites**
- One unit high school biology or chemistry or equivalent
 - One unit high school algebra or equivalent
 - AHS 104 Medical Vocabulary / Anatomy 3

A. General Education Courses		
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3

Credit Hours

B. Major Courses

AHS 111	Health Related Sciences	4
AHS 124	Anatomy and Physiology for Respiratory Care	4
RES 111	Pathophysiology	2
RES 121	Respiratory Skills I	4
RES 123	Cardiopulmonary Physiology	3
RES 131	Respiratory Skills II	4
RES 141	Respiratory Skills III	3
RES 151	Clinical Applications I	5
RES 152	Clinical Applications II	3
RES 204	Neonatal/Pediatric Care	3
RES 232	Respiratory Therapeutics	2
RES 241	Respiratory Care Transition	1
RES 242	Advanced Respiratory Care Transition	1
RES 244	Advanced Respiratory Skills I	4
RES 245	Advanced Respiratory Skills II	2
RES 246	Respiratory Pharmacology	2
RES 247	Advanced Respiratory Pharmacology	2
RES 255	Clinical Practice	5
RES 275	Advanced Clinical Practice	5
RES 277	Advanced Clinical Practice II	5

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals a minimum of 2.0 credit hours. AHS 102 is highly recommended.
- The Respiratory Care Program uses weighted admission criteria to admit qualified applicants. Current respiratory program and advisement information are available on the SCC website (www.sccsc.edu) under the academic programs section. The minimum grade point average for admission into the program is 2.5.

Minimum semester credit hours required for graduation: 84

Small Business Management

Certificate

Program Start Date: Fall or spring terms

Minimum Program Length: 3 terms-day or Internet based

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

The Small Business Management Certificate students fulfill the needs of the business community for entry level management employees and for beginning entrepreneurs who can develop a business plan for a marketable skill or product, develop and market the skill or product, and have a basic understanding of planning, organizing, leading, and controlling a small business. Graduates will have sufficient skills to enter the marketplace, form a small business, or continue their education in management.

Practical Experience

Students gain basic skills in marketing, management, financial principles, and computer applications which are important for beginning managers and entrepreneurs.

Professional Opportunities

Students with a marketable skill or product will be able to form and operate a small business. Other students will be able to obtain assistant manager positions, sales positions, management trainee positions, or continue their education.

Unique Aspect

Credits earned in this certificate may be applied to the Management Associates Degree Programs.

EEDA Career Cluster

Business, Management & Administration

Course Requirements for Small Business Management

Credit Hours

A. General Education Courses

None

B. Major Courses

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
BUS 121	Business Law I*	3
CPT 101	Introduction to Computers*	3

	Credit Hours
CPT 178 Software Applications*	3
ECO 211 Microeconomics	3
MGT 101 Principles of Management*	3
MGT 120 Small Business Management*	3
MKT 135 Customer Service*	3
MGT 201 Human Resource Management*	3
MKT 101 Marketing*	3
MKT 260 Marketing Management*	3

* Minimum grade of C is required

A. Electives and/or Other Additional Courses Required for Graduation

The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 39

Software Development and Database Administration Certificate

Program Start Date:

Fall term

Minimum Program Length:

3 terms day or 3 terms evening

Program Description

Software development and database administration students develop skills in procedural and event-driven programming. Students design, create and maintain desktop and server databases.

Practical Experience

Students gain practical experiences in procedural and event-driven programming languages. They become proficient in software development and data base administration. Students will utilize logical thinking, problem solving, interpersonal and communications skills in a team-oriented environment. A final comprehensive project involving students from other disciplines is included in the program.

Professional Opportunities

Entry level programmer, PC application specialist, programmer analyst, entry level data base administrator

EEDA Career Cluster

Information Technology, Business, Management & Administration

Unique Aspects

Students entering this certificate program should possess a working knowledge of computer skills, a foundation in program logic and basic database concepts. Prerequisites to this certificate are CPT 114 and CPT 168 with a minimum grade of C or permission from the department head. Courses in this program are included in the Computer Technology associate degree program.

Course Requirements for Software Development and Database Administration
Credit Hours

A. General Education

None

B. Major Courses

CPT 185	Event-Driven Programming *	3
CPT 202	SQL Programming I *	3
CPT 206	Adv. Event-Driven Programming*	3

		Credit Hours
CPT 236	Introduction to Java Programming *	3
CPT 242	Database *	3
IST 261	Adv. Network Administration *	3

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 18

* Minimum grade of C is required

Spanish

Certificate

Program start date: Fall term

Minimum program length: 3 terms-day, evening, online

Program Description

The Certificate in Spanish at SCC incorporates advanced reading, writing, speaking, and oral comprehension of the Spanish language, as well as a study of Hispanic/Latino culture and history.

Practical Experience

Spanish Certificate students should gain proficiency in both general Spanish language and discipline-specific Spanish language skills. In addition, all courses will provide a background in history, culture, and customs of Spanish-speaking people. A second-semester Field Spanish course will require students to participate in a five-hour per week internship at a location suited to their career plans.

Professional Opportunities

Students in and graduates of terminal degree programs may opt to earn Spanish certification in order to better communicate with their co-workers, clients, and/or patients, and with the community at large. While all employees benefit from an exposure to international and intercultural studies, a particular need for employees with an understanding of Spanish language and culture falls in the areas of business, health and human services, and in social services such as criminal justice. Also, public school educators may choose to enroll in the certificate courses as part of their recertification process.

Unique Aspects

After students gain basic Spanish language skills in SPA 101, classes are, for the most part, conducted in Spanish. SPA 290, Field Spanish, is a hybrid (off-campus and online) course that includes a five-hour per week internship with two hours per week of intense vocabulary study in the student's field.

EEDA Career Cluster

All 16 career clusters may apply.

Course Requirements for Spanish

A. General Education

None

Credit Hours

B. Major Courses

SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPA 205	Advanced Conversational Spanish	3
SPA 206	Advanced Spanish Reading & Composition	3
SPA 213	Hispanic/Latino History & Culture	3
SPA 290	Field Spanish	3
HIS 109	Introduction to Latin American Civilization	3
HSS 111	Myth & Folklore of Hispanic/Latino Cultures	3

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 32

Surgical Technology

Diploma

Program Start Date: Fall term
Minimum Program Length: 3 consecutive terms, day

Program Description
Surgical technology students learn to facilitate the surgical process by selecting sterile supplies, anticipating the needs of the surgeon, and assisting with the operation as directed by the surgeon. They also maintain aseptic technique and sterile conditions prior to and during surgery to minimize the risk of infection to the patient.

Practical Experience
Students work in lab simulations during the first and second terms and gain clinical experience in affiliated hospitals, ambulatory surgical centers, and physicians' offices during the second and third terms.

Professional Opportunities
Certified surgical technologist in operating rooms, labor and delivery suites, sterile processing departments, physicians' offices, veterinary hospitals, medical sales, and for organ and tissue procurement teams

Unique Aspects
Graduates will fulfill the eligibility requirement to take the National Surgical Technology Certifying Exam through the National Board of Surgical Technology and Surgical Assisting to become a certified surgical technologist. Students must be a graduate of a CAAHEP accredited program to take the exam. The Surgical Technology Program uses weighted admission criteria to admit qualified applicants. The current Surgical Technology Program and advisement information is available on the SCC website (www.sccsc.edu) under the academic program section. The minimum grade point average for admission into the program is 2.5.

EEDA Career Cluster
Health Sciences

Course Requirements for Surgical Technology

Credit Hours

- Prerequisites**
- One unit high school biology or chemistry or equivalent
 - One unit of high school algebra or equivalent
 - AHS 102 Medical Terminology 3
 - AHS 104 Medical Vocabulary / Anatomy 3

Credit Hours

A. General Education Courses

ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
PSY 103	Human Relations	3

B. Major Courses

SUR 101	Introduction to Surgical Technology	5
SUR 102	Applied Surgical Technology	5
SUR 106	Advanced Surgical Procedures	2
SUR 107	Surgical Specialty Procedures	3
SUR 108	Surgical Anatomy I	3
SUR 109	Surgical Anatomy II	3
SUR 112	Surgical Practicum I	4
SUR 114	Surgical Specialty Practicum	7
SUR 116	Basic Surgical Procedures	3
SUR 120	Surgical Seminar	2

C. Electives and/or Other Additional Courses Required for Graduation

- No electives required for this program.
- The Surgical Technology Program uses weighted admission criteria to admit qualified applicants. Current surgical technology program information is available on the SCC website (www.sccsc.edu) under the academic programs section. In order to apply to the program students must have a 2.5 grade point average.
- Minimum semester credit hours required for graduation: 52

Surgical Technology-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to program choice

Program Description
The General Technology Program is intended for students who find it necessary to design a program to meet specific individual needs. It is to be used sparingly and should not be used in lieu of an approved major. To enroll in the program, the student must meet with the Surgical Technology Program coordinator to determine a curriculum plan. Acceptance into the program must be approved by the Surgical Technology Program coordinator.

Practical Experience
Students may gain additional clinical experience in affiliated hospitals, ambulatory surgical centers, and/or physicians’ offices based on the specific curriculum that is designed.

Professional Opportunities
Certified surgical technologist employed as a first assistant, central service manager, educator, medical sales representative or other specialty depending on the selected courses

Unique Aspects
Students must be a graduate of a CAAHEP accredited Surgical Technology Program and be currently certified by the National Board of Surgical Technology and Surgical Assisting.

EEDA Career Cluster
Health Sciences

Course Requirements for General Technology in Surgical Technology

Credit Hours

A. General Education Courses	
Basic Computer Course (college credit course)	3
Humanities/Fine Arts	3
ENG 165 or equivalent	3
MAT 155 or equivalent	3
PSY 103 or equivalent	3

Credit Hours

B. Major Courses

Primary Technical Speciality	28
Secondary Technical Speciality	12

C. Electives and/or Other Additional Courses Required for Graduation

- Elective: 3
- Enhancement of primary or secondary technical speciality: 2

*Note: The primary technical speciality is the surgical technology diploma. The secondary technical speciality is individualized for each student through their academic advisor. Many of the general education course requirements may have been completed with the surgical technology diploma.

Minimum Semester credit hours required for graduation: 60

Therapeutic Massage

Certificate

Program Start Date: Fall term

Minimum Program Length: 3 consecutive terms, evening, weekend (clinical may involve daytime and evening hours)

Program Description

The Therapeutic Massage Program offers an entry-level training program for students interested in becoming a supportive health care provider in the Massage Therapy profession, or for health care providers looking to enhance their range of clinical skills and knowledge. During their training, students gain a comprehensive understanding of the human body and a high degree of technical skill, with an emphasis on personal and professional development, along with increased self-awareness and sensitivity.

Therapeutic massage involves the manipulation of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress, and to promote health and wellness. The health care provider applies manual techniques, and may apply adjunctive therapies, with the intention of positively affecting the health and well-being of the client. Our graduates enjoy the benefits of being of service to others and having work that is meaningful.

Practical Experience

During the clinical portions of the program, students will work in various clinical settings. During the spring semester, students operate an on-campus clinic during regular evening / weekend class hours. In the summer semester, students will be assigned to various clinical facilities in the area. These clinics operate mostly during the regular working hours of the day; therefore, a student who works during the day will have to make special arrangements with their supervisors to complete the required 14 clinic hours per week in addition to evening / weekend classes. Students are responsible for their own transportation to the campus and to various agencies in the community to which they are assigned for clinical experiences.

Professional Opportunities

There are a wide range of career opportunities available in this rapidly expanding field. Licensed massage therapists may choose to work in hospitals, chiropractic offices, pain management offices, spas, health clubs, cruise ships, resorts, health care / healing centers, or private practice.

Unique Aspects

Upon graduation from the program, students are eligible to apply to take the National Certification Board for Therapeutic Massage and Body Work exam. After passing the national certification exam, students may then apply to the South Carolina Department of Labor, Licensing and Regulation Board of Massage / Body

Work Therapy for state licensing to practice in South Carolina or will need to meet state licensure requirements if practicing in another state.

EEDA Career Cluster

Health Sciences

Course Requirements for Therapeutic Massage

Credit Hours

Prerequisites

- One unit of high school biology or chemistry or equivalent
- AHS 102 Medical Terminology 3
- BIO 110 General Anatomy and Physiology 3

A. General Education

None

B. Major Course

BIO 238	Musculoskeletal System	
	Anatomy	3
MTH 105	Introduction to Kinesiology	3
MTH 120	Introduction to Massage	4
MTH 121	Principles of Massage I	4
MTH 122	Principles of Massage II	4
MTH 123	Massage Clinical I	3
MTH 124	Massage Business Application	3
MTH 125	Massage Externship	4
MTH 126	Pathology for Massage Therapy	2

C. Elective and/or Additional Courses Required for Graduation

- No electives required for this program.
- Must be at least 18 years old.

Minimum semester credit hours required for graduation: 36

Web Page Development

Certificate

Program Start Date: Fall
Minimum Program Length: 3 terms day or evening

Program Description
Web page development students implement skills in designing, creating and maintaining web pages and web sites.

Practical Experience
Students will employ a variety of web development technologies used in the development of effective, multi-functional web sites. They will become proficient in web server administration and maintenance. Students will utilize logical thinking, problem solving, interpersonal and communications skills in a team-oriented environment. A final comprehensive project involving students from other disciplines is included in the program. These courses will serve as preparation for a variety of professional Web certification exams.

Professional Opportunities
Webmaster, web developer, certifications

Unique Aspects
Students entering this certificate program should possess a working knowledge of computer skills, a foundation in program logic concepts, and experience using the Internet. Prerequisites to this certificate are CPT 114 and CPT 168 with a minimum grade of "C" or permission from the department head. Courses in this program are an elective track in the Computer Technology associate degree program.

EEDA Career Cluster
Marketing, Sales & Service; Arts, A/V Technology & Communications; Information Technology

Course Requirements for Web Page Development

Credit Hours

A. General Education Courses
None

B. Major Courses		
IST 238	Advanced Tools for Website Design*	3
CPT 236	Introduction to Java Programming*	3
CPT 239	Active Server Pages*	3
CPT 242	Database*	3

		Credit Hours
CPT 262	Advanced Web Page Publishing*	3
IST 261	Advanced Network Administration*	3

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester hours required for graduation: 18

*A grade of “C” or better is required.

Welding

Certificate

Program Start Date: Any term
Minimum Program Length: 3 terms evening

Program Description
Welding students acquire skills in safety and gas, electric arc, MIG and TIG welding.

Practical Experience
Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities
Welder, fitter and fabricator

EEDA Career Cluster
Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction

Course Requirements for Welding

Credit Hours

A. General Education Courses
• None

B. Major Courses		
WLD 106	Gas and Arc Welding	4
WLD 113	Arc Welding II	4
WLD 115	Arc Welding III	4
WLD 117	Specialized Arc Welding	4
WLD 132	Inert Gas Welding Ferrous	4
WLD 136	Advanced Inert Gas Welding	2
WLD 208	Advanced Pipe Welding	3
WLD 212	Destructive Testing	2

C. Electives and/or Other Additional Courses Required for Graduation
None
Minimum semester credit hours required for graduation: 27

Welding

Diploma

Program Start Date: Any term

Minimum Program Length: 3 terms day or 4 terms evening

Program Description

Welding students acquire skills in blueprint reading, safety, gas, electric arc, MIG and TIG welding.

Practical Experience

Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities

Welder, fitter, fabricator

EEDA Career Cluster

Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction

Course Requirements for Welding

	Credit Hours
A. General Education Courses	
ECO 101 Basic Economics	3
OR	
Other Social/Behavioral Science	
ENG 165 Professional Communications	3
MAT 155 Contemporary Mathematics	3
B. Major Courses	
WLD 103 Print Reading I	1
WLD 105 Print Reading II	1
WLD 106 Gas and Arc Welding	4
WLD 113 Arc Welding II	4
WLD 115 Arc Welding III	4
WLD 117 Specialized Arc Welding	4
WLD 132 Inert Gas Welding Ferrous	4
WLD 136 Advanced Inert Gas Welding	2
WLD 154 Pipefitting and Welding	4
WLD 208 Advanced Pipe Welding	3
WLD 212 Destructive Testing	2

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 42

Welding-General Technology

Associate Degree in Applied Science

Program Start Date: Any term

Minimum Program Length: Varies according to choice of secondary specialty

Program Description

Students will major in Welding and minor in a secondary specialty specific to their educational and career goals.

Practical Experience

Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities

Welder, fitter and fabricator

Unique Aspects

Students must be a graduate of a welding technology certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

EEDA Career Cluster

Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing

Course Requirements for General Technology in Welding

	Credit Hours
A. General Education Courses	
ENG 165 Professional Communications	3
OR	
Other Approved Communications	
MAT 101 Beginning Algebra	3
OR	
Other Approved Mathematics	
Social/Behavioral Science	3
Humanities/Fine Arts	3
Other Approved General Education Course	3

B. Major Courses

Primary Technical Specialty:	28
WLD 103, WLD 106, WLD 113, WLD 115,	
WLD 117, WLD 132, WLD 136, WLD 208,	
WLD 212	

	Credit Hours
<i>Secondary Technical Specialty:</i>	12
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)	

C. Electives and/or Other Hours Required for Graduation

WLD 105, WLD 154	5
Electives	10

Minimum semester credit hours required for graduation: 70

Notes

Course Descriptions

Explanation of Terms Used in Course Descriptions

Course Listings:

Descriptions of all courses in this catalog are arranged alphabetically and numerically. Not all courses are available every term. The College announces the course offerings available each semester on the SCC website at www.sccsc.edu in a search for classes online feature. The College reserves the right to withdraw any course with insufficient enrollment. This information is also available on the SCC website: www.sccsc.edu

Course Number:

Each course in this catalog is identified with a six character identifier. The first three characters are alphabetic and the last three are numeric. The South Carolina Technical College System requires that courses in every technical college conform to a state-wide standard for course numbers, course titles, credit hours, and descriptions, as contained in the Catalog of Approved Courses.

Course Title:

The official title of the course as specified in the Catalog of Approved Courses.

Class-Lab-Credit:

The credits assigned to each course are determined by the combination of class and lab hours assigned to that course. Class and lab hours represent the number of weekly meeting hours during the College's customary semesters (fall and spring). One class hour equals one credit hour; three lab hours equal one credit hour; five cooperative work experience hours equals one credit hour.

Course Descriptions:

The official state description of the course. In a few cases, the College has added to the state description to provide students more information about the course as taught at Spartanburg Community College.

Prerequisites:

Prerequisites are limitations the College places on who may enroll in the course. In most cases, prerequisites are courses taught at the College; students must complete prerequisite courses with a grade of C or better. If a course is marked with an asterisk (*), students may exempt that prerequisite via placement score or prior college credit. For example, if a prerequisite course is ENG 100*, students who place higher than ENG 100 on the College's placement test or who have acceptable prior college credit for this course are exempt from the prerequisite. Some prerequisites specify "approval" or "permission," which means permission from the instructor, department head or division dean. Courses which include permission as part of the prerequisite are generally those that require that faculty familiar with the course evaluate the student's prior experience. In some cases, the prerequisites may include prior high school credit. In all cases where high school credit is listed as a prerequisite, the College provides one or more courses that enable the student to meet the prerequisite.

Corequisites:

These are courses that are generally taken during the same semester.

College Courses Transferable to Public Institutions:

A course with two asterisks (**) denotes this course is one of 86 technical college courses transferable to public institutions. Students should verify transferability of the course with their college of choice prior to enrolling in the course. For more information, refer to page 24-30 of this catalog.

****ACC 101 ACCOUNTING PRINCIPLES I (3-0-3.0)**

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. Emphasis is also placed on accounting for current and long-term assets, current and long-term liabilities, statement of cash flow and financial statement analysis.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

Corequisite(s): CPT 101

****ACC 102 ACCOUNTING PRINCIPLES II (3-0-3.0)**

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and capital investment analysis. Additional financial topics covered will include performance management and evaluation, decision analysis, and target costing.

Prerequisite(s): ACC 101 with a minimum grade of "C."

ACC 111 ACCOUNTING CONCEPTS (3-0-3.0)

This course is a study of the principles of the basic accounting functions: collecting, recording, analyzing, adjusting and reporting information. Integrated accounting software simulation is also used.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

ACC 124 INDIVIDUAL TAX PROCEDURES (3-0-3.0)

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

Prerequisite(s): ENG 032*, MAT 101*, RDG 100*

ACC 150 PAYROLL ACCOUNTING (3-0-3.0)

This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations, internal controls and various payroll forms and records.

Prerequisite: ACC 101 or ACC 111 with a minimum grade of "C."

ACC 201 INTERMEDIATE ACCOUNTING I (3-0-3.0)

This course explores fundamental processes of accounting theory, including the preparation of financial statements. Topics will include current asset and liability management as well as future and present value of cash flows.

Prerequisite(s): ACC 102 with a minimum grade of "C."

ACC 202 INTERMEDIATE ACCOUNTING II (3-0-3.0)

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. Other topics will include cash flow statements and constructing financial statements from incomplete records.

Prerequisite(s): ACC 201 with a minimum grade of "C."

ACC 230 COST ACCOUNTING I (3-0-3.0)

This course is a study of the accounting principles involved in job order cost systems. Topics will include the general flow of costs through a production cycle, and the preparation and use of job cost sheets. Process cost systems will be introduced.

Prerequisite(s): ACC 102 with a minimum grade of "C."

ACC 231 COST ACCOUNTING II (3-0-3.0)

This course is a study of the accounting principles involving processing and standard cost systems. Emphasis will be placed on cost variance analysis, joint product and by-product costing, direct costing, break-even analysis, cost-volume profit analysis, budgeting and decision-making.

Prerequisite(s): ACC 230 with a minimum grade of "C."

ACC 246 INTEGRATED ACCOUNTING SOFTWARE (3-0-3.0)

This course includes the use of pre-designed integrated accounting software for accounting problems.

Prerequisite: ACC 101 or ACC 111 with a minimum grade of "C."

ACC 265 NOT-FOR-PROFIT ACCOUNTING (3-0-3.0)

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.

Prerequisite: ACC 102 with a minimum grade of "C."

ACC 275 SELECTED TOPICS IN ACCOUNTING (3-0-3.0)

This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving. Fraud examination will cover the principles and methodology of fraud detection and deterrence. This course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, payroll and expense reimbursement schemes, non-cash appropriations, corruption and fraudulent financial statements.

Prerequisite: ACC 102

ACR 101 FUNDAMENTALS OF REFRIGERATION (3-6-5.0)

This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

ACR 106 BASIC ELECTRICITY FOR HVAC/R (3-3-4.0)

This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

ACR 110 HEATING FUNDAMENTALS (3-3-4.0)

This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

Prerequisite(s): ACR 106, ACR 140

ACR 120 BASIC AIR CONDITIONING (3-3-4.0)

This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit.

Prerequisite(s): ACR 101

ACR 125 FUNDAMENTALS OF HVAC (3-3-4.0)

This is a survey course which covers basic concepts related to heating, ventilation, and air conditioning and/or refrigeration.

ACR 130 DOMESTIC REFRIGERATION (3-3-4.0)

This course is a study of domestic refrigeration equipment.

Prerequisite(s): ACR 101

ACR 140 AUTOMATIC CONTROLS (2-3-3.0)

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

Prerequisite(s): ACR 106

ACR 175 EPA 608 CERTIFICATION PREPARATION (1-0-1.0)

This course covers EPA guidelines and procedures required by law for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. A comprehensive review of essential material necessary to take the EPA 608 exam will be included.

ACR 210 HEAT PUMPS (3-3-4.0)

This course is a study of theory and operational principles of the heat pump.

Prerequisite(s): ACR 120, ACR 140

ACR 221 RESIDENTIAL LOAD CALCULATIONS (2-0-2.0)

This course is a study of heat losses/gains in residential structures.

Prerequisite(s): ACR 125

ACR 224 CODES AND ORDINANCES (2-0-2.0)

This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

ACR 240 ADVANCED AUTOMATIC CONTROLS (2-3-3.0)

This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.
Prerequisite(s): ACR 140

AET 101 BUILDING SYSTEMS I (3-0-3.0)

This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings. The basic International Building Code requirements will also be introduced.
Prerequisite: CET 210 or MET 211

AET 105 CONSTRUCTION DOCUMENTS (3-0-3.0)

This course covers the interpretation of residential, commercial and industrial building construction documents, including construction specifications, general conditions and construction industry symbols. Construction contracts and drawings are also introduced.
Corerequisites: MAT 102

AET 111 ARCHITECTURAL COMPUTER GRAPHICS I (2-3-3.0)

This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.
Corequisite(s): EGT 151

AET 221 ARCHITECTURAL COMPUTER GRAPHICS II (3-3-4.0)

This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool is produced.
Prerequisite(s): AET 111

AHS 101 INTRODUCTION TO HEALTH PROFESSIONS (2-0-2.0)

This course provides a study of the health professions and the health care industry.

AHS 102 MEDICAL TERMINOLOGY (3-0-3.0)

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definitions, and pronunciation.
Prerequisite(s): ENG 032* and RDG 032* or equivalent.

AHS 104 MEDICAL VOCABULARY/ANATOMY (3-0-3.0)

This course introduces the fundamental principles of medical terminology and includes a general survey of anatomy and physiology.
Prerequisite(s): ENG 032* and RDG 032* or equivalent.

AHS 106 CARDIOPULMONARY RESUSCITATION (1-0-1.0)

This course provides a study of the principles of cardiopulmonary resuscitation.

AHS 110 PATIENT CARE PROCEDURES (2-0-2.0)

This course provides a study of the procedures and techniques used in the general care of the patient.
Prerequisite(s): Acceptance into the Radiologic Technology Program.

AHS 111 HEALTH RELATED SCIENCES (3-3-4.0)

This course introduces modules of instruction in chemistry, microbiology, and physics with emphasis on their application to health care.
Prerequisite(s): Successful completion of prior Respiratory Care Program requirements.

AHS 113 HEAD AND NECK ANATOMY (0-3-1.0)

This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

AHS 118 MEDICAL CODING AND INSURANCE (5-0-5.0)

This course includes a study of coding procedures and their relationship to insurance.

Prerequisite(s): MED 104 and AHS 102 with a minimum grade of "C."

AHS 124 ANATOMY AND PHYSIOLOGY FOR RESPIRATORY CARE (3-3-4.0)

This course is a study of human anatomy and physiology with emphasis on the cardiopulmonary system.

Prerequisite(s): Admission into Respiratory Care Program.

AHS 125 ALLIED HEALTH SCIENCES (4-0-4.0)

This course includes a study of basic integrated sciences for health care professionals.

Prerequisite(s): Admission into Respiratory Care Program.

AHS 144 PHLEBOTOMY PRACTICUM (3-6-5.0)

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities and physician's offices.

Prerequisite(s): ENG 032* and RDG 032* or equivalent and approval of the department head.

AHS 146 PHLEBOTOMY EXPERIENCE (7-0-7.0)

This course includes comprehensive clinical experiences in medical laboratory specimen collections, transport, storage, and basic test procedures.

Prerequisite(s): Successful completion of all prior program requirements.

AHS 155 SPECIAL TOPICS IN HEALTH CARE (3-0-3.0)

This course emphasizes specialized job-related education in health care.

Prerequisite(s) or Corequisite(s): AOT 252 with a minimum grade of "C."

AHS 170 FUNDAMENTALS OF DISEASE (3-0-3.0)

This course provides a study of general principles of disease and disorders that affect the human body with an emphasis on symptoms and signs routinely assessed in health care facilities.

Prerequisite(s): AHS 102 with a minimum grade of "C."

AMT 101 AUTOMATED MANUFACTURING OVERVIEW (2-0-2.0)

This course is a survey of automated manufacturing concepts. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 12107, 12110 and 12204.

AMT 105 ROBOTICS AND AUTOMATED CONTROL I (2-3-3.0)

This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 12206 and 12207.

AMT 110 SURVEY OF MANUFACTURING PROCESSES (3-0-3.0)

This course includes the processes, alternatives and operations used in a broad range of manufacturing environments.

AMT 205 ROBOTICS AND AUTOMATED CONTROL II (1-6-3.0)

This course covers installation, testing, troubleshooting, and repairing of automated systems. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 12204.

AMT 206 ELECTRICITY AND AUTOMATION (0-6-2.0)

This course progresses from introduction to principles of automation, including a study of various mechanical devices used in automated manufacturing, and electrical components used to control the machines. Lab projects include design, fabrication, and operation of various real and simulated processes. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 12107, 12110 and 12402.

AMT 209 AUTOMATION NETWORKS - ETHERNET (3-0-3.0)

This course provides a study and implementation of the Ethernet transmission protocol in automation networks. It includes PLC interfacing to Ethernet cabling and Ethernet capable instrumentation. Additional topics include the OSI model and distributed BUS networking.

AMT 211 AUTOMATION NETWORKS - DEVICENET (3-0-3.0)

This course provides a study and implementation of the DeviceNet transmission protocol in automation networks. It includes PLC interfacing to DeviceNet cabling and DeviceNet capable instrumentation. Additional topics include the OSI model and distributed BUS networking.

AMT 220 CONCEPTS OF LEAN MANUFACTURING (3-0-3.0)

This course provides an understanding of the concepts used in improving the competitiveness of manufacturing and service companies. This course includes JIT, VACR and TQM. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules PM 311 and MT 204.

AOT 100 INTRODUCTION TO KEYBOARDING (3-0-3.0)

This is an introductory course in touch keyboarding to develop accuracy and speed. Basic file management and document organization will be covered.

Prerequisite(s): None

AOT 133 PROFESSIONAL DEVELOPMENT (3-0-3.0)

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

Prerequisite(s): ENG 165, RDG 100* with a minimum grade of "C."

AOT 141 OFFICE PROCEDURES I (3-0-3.0)

This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures. Telephone techniques and filing techniques will be included.

Prerequisite(s): RDG 032*

Corequisite(s) or Prerequisite(s): ENG 165

AOT 142 ADVANCED OFFICE PROCEDURES II (3-0-3.0)

This course covers the application of office procedures necessary to perform effectively and efficiently in the office environment. Topics include advanced telephone techniques, making travel arrangements and planning meetings and conferences.

Prerequisite(s): AOT 141, RDG 100* and CPT 101 with a minimum grade of "C."

AOT 143 OFFICE SYSTEMS AND PROCEDURES (3-0-3.0)

This course emphasizes procedures and applications used in the office environment.

Prerequisite(s): AOT 141 and CPT 101 with a minimum grade of "C" or better.

AOT 144 LEGAL OFFICE PROCEDURES (3-0-3.0)

This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment.

Prerequisite(s): AOT 141 and CPT 101 with a minimum grade of "C" or better.

AOT 213 LEGAL DOCUMENT PRODUCTION (3-0-3.0)

This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.

Prerequisite(s): CPT 101, AOT 141, BUS 121 with a minimum grade of "C."

AOT 214 SOFTWARE APPLICATIONS IN THE LAW OFFICE (3-0-3.0)

This course includes an introduction to software applications commonly used in a legal environment.

Prerequisite(s): CPT 101 with a minimum grade of "C."

AOT 252 MEDICAL SYSTEMS AND PROCEDURES (3-0-3.0)

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Microcomputers will be used to complete a medical simulation.

Prerequisite(s): ACC 111, AOT 143, CPT 179, MAT 160, MED 104 with a minimum grade of "C."

AOT 253 LEGAL SYSTEMS AND PROCEDURES (3-0-3.0)

This course emphasizes the development of proficiency in integrating knowledge and skills performed in legal offices.

Prerequisite(s): AOT 144 and AOT 213 with minimum grade of "C."

AOT 254 OFFICE SIMULATION (3-0-3.0)

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. Teamwork as well as the use of technical and communication skills will be emphasized.

Prerequisite(s): CPT 290, AOT 142 with a minimum grade of "C."

Prerequisite(s) or Corequisite(s): AOT 133 with a minimum grade of "C."

AOT 270 SCWE IN ADMINISTRATIVE OFFICE (0-15-3.0)

This course integrates office skills within an approved work site related to office systems technology.

Prerequisite(s): AHS 118 and AOT 252 with a minimum grade of "C" and business technologies department head approval

****ART 101 ART HISTORY AND APPRECIATION (3-0-3.0)**

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

Prerequisite(s): ENG 100*, RDG 100*

ART 208 ART SINCE 1945 (3-0-3.0)

This course is the study of the movements and trends of art and architecture since 1945 to the present; exploring specific artists, art works and the forces that have shaped them.

Prerequisite(s): ENG 100*, RDG 100*

ARV 110 COMPUTER GRAPHICS I (2-3-3.0)

This course is a study of the fundamentals of computer assisted graphic design using Adobe Illustrator.

Pre-requisite: CGC 110 with a minimum grade of "C."

ARV 162 GRAPHIC REPRODUCTION I (2-3-3.0)

This course is study of the principles and practices used in print preparation and print reproduction.

Prerequisites: CGC 101 and CGC 110 with a minimum grade of "C."

ARV 217 COMPUTER IMAGERY (2-3-3.0)

This course covers the use of the computer as a tool to create images that address the needs of the visual communication field using Adobe Photoshop.

Prerequisite: CGC 110 with a minimum grade of "C."

ARV 227 WEB SITE DESIGN I (2-2-3.0)

This course is an introduction to the production of an interactive world-wide web site.

Prerequisite: CPT 101 with a minimum grade of "C."

ARV 264 SPECIAL PROJECT IN GRAPHIC ART (2-3-3.0)

This course includes an advanced project as assigned from conception to final production.

Prerequisite: ARV 227 with a minimum grade of "C."

ASL 101 AMERICAN SIGN LANGUAGE I (4-0-4.0)

This course is a study of visual readiness and basic vocabulary, grammar features and non-manual behaviors, all focusing on receptive language skill development.

ASL 102 AMERICAN SIGN LANGUAGE II (4-0-4.0)

This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills.

Prerequisite(s): ASL 101

ASL 110 CAREERS IN AMERICAN SIGN LANGUAGE (2-0-2.0)

This course will provide students with an awareness of various career options related to the field of sign language interpretation and deafness. Students will observe ASL used in various functions.

ASL 201 AMERICAN SIGN LANGUAGE III (3-0-3.0)

This course is a continuation of American Sign Language II and covers additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills.

Prerequisite(s): ASL 102

ASL 202 AMERICAN SIGN LANGUAGE IV (3-0-3.0)

This course concentrates on intermediate conversational and discourse skills using American Sign Language. This course is conducted entirely using American Sign Language.

Prerequisite(s): ASL 201

****AST 101 SOLAR SYSTEM ASTRONOMY (3-3-4.0)**

This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included.

Prerequisite(s): MAT 102 with a C or better.

****AST 102 STELLAR ASTRONOMY (3-3-4.0)**

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extragalactic objects. Related topics of current interest are included.

Prerequisite(s): AST 101 with a C or better.

AUT 107 ADVANCED ENGINE REPAIR (3-3-4.0)

This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures.

Prerequisite(s): AUT 132

AUT 111 BRAKES (2-3-3.0)

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.

Prerequisite(s): AUT 132

AUT 112 BRAKE SYSTEMS (1-9-4.0)

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

AUT 115 MANUAL DRIVE TRAIN/AXLE (2-3-3.0)

This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.

Prerequisite(s): AUT 132

AUT 132 AUTOMOTIVE ELECTRICITY (3-3-4.0)

This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.

AUT 133 ELECTRICAL FUNDAMENTALS (1-6-3.0)

This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment.

AUT 135 IGNITION SYSTEMS (3-0-3.0)

This course is a study of both primary and secondary electronic ignition systems, including distributorless ignition systems, theory of operation and diagnostic techniques, application of diagnostics using the oscilloscope, and other appropriate test equipment.

Prerequisite(s): AUT 132*

AUT 142 HEATING AND AIR CONDITIONING (2-3-3.0)

This course covers the purpose, construction, operation, diagnosis, and repair of automotive ventilation, heating and air conditioning systems.

Prerequisite(s): AUT 132

AUT 145 ENGINE PERFORMANCE (3-0-3.0)

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.

Prerequisite(s): AUT 132

AUT 156 AUTOMOTIVE DIAGNOSIS AND REPAIR (2-6-4.0)

This is a basic course for general diagnostic procedures and minor repairs.

Prerequisite(s): AUT 132

AUT 160 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (1-0-1.0)

This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.

Prerequisite(s): Department head approval

Corequisite(s): AUT 132

AUT 165 ENVIRONMENTAL MANAGEMENT (3-0-3.0)

This course covers all areas of environmental management as it applies to automotive repair facilities. Areas to be covered include proper containment and disposal of automotive waste such as oil, anti-freeze, batteries, filters and other contaminants. Minimization of waste production in automotive servicing facilities will be stressed as well as familiarization with current federal and state compliance regulations. Students will survey automotive repair facilities for compliance.

Prerequisites: RDG 032*

AUT 221 SUSPENSION AND STEERING DIAGNOSIS (2-3-3.0)

This course covers the diagnosis and repair of front and rear suspension problems, using suspension diagnostic charts, shop manuals and alignment equipment.

Prerequisite(s): AUT 132

AUT 231 AUTOMOTIVE ELECTRONICS (4-0-4.0)

This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment.

Prerequisite(s): AUT 132

AUT 232 AUTOMOTIVE ACCESSORIES (2-0-2.0)

This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios and clocks.

Prerequisite(s): AUT 132

AUT 245 ADVANCED ENGINE PERFORMANCE (4-3-5.0)

This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems.

AUT 251 AUTOMATIC TRANSMISSION OVERHAUL (4-3-5.0)

This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles.

Prerequisite(s): AUT 132

AUT 262 ADVANCED AUTOMOTIVE DIAGNOSIS AND REPAIR (0-12-4.0)

This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tools and digital multimeter operation.

Prerequisite(s): AUT 132

AUT 275 ALTERNATE TECHNOLOGY VEHICLES (3-0-3.0)

This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gases and diesel/bio-diesel and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course.

BAF 260 FINANCIAL MANAGEMENT (3-0-3.0)

This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital. Financial forecasting, operating and financial leverage will also be discussed.

Prerequisite(s): ACC 101 with a minimum grade of "C."

BIO 100 INTRODUCTORY BIOLOGY (3-3-4.0)

This is a course in general biology designed to introduce principles of biology. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)

Prerequisite(s): RDG 100

Corequisite(s): MAT 101 or MAT 152

****BIO 101 BIOLOGICAL SCIENCE I (3-3-4.0)**

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

Prerequisite(s): ENG 101*, MAT 101* or MAT 152*, RDG 100*, high school biology (or BIO 100) or high school chemistry (or CHM 100 or CHM 105) with a minimum grade of "C" in all courses.

****BIO 102 BIOLOGICAL SCIENCE II (3-3-4.0)**

This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.

Prerequisite(s): BIO 101 with a minimum grade of "C" or better.

BIO 110 GENERAL ANATOMY AND PHYSIOLOGY (2-3-3.0)

This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships.

Prerequisite(s): ENG 100*, MAT 032* or MAT 152*, RDG 100*, high school biology (or BIO 100) or high school chemistry (or CHM 100) with a minimum grade of "C" in all courses.

BIO 112 BASIC ANATOMY AND PHYSIOLOGY (3-3-4.0)

This course is a basic integrated study of the structure and function of the human body. BIO 112 is designed to allow students a slower-paced opportunity to learn the basic principles and terminology used in anatomy and physiology courses. This course was developed to meet the need of students who desire to enter the health sciences, associate of arts and/or associate of sciences program, but who may benefit from a less comprehensive approach. This one-semester course seeks to help students discover general principles and effective learning techniques that can be applied in subsequent anatomy and physiology courses.

Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100* and one of any high school/transitional lab science with a minimum grade of "C" in all courses.

BIO 205 ECOLOGY (3-0-3.0)

This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere.

Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100* with a minimum grade of "C" in all courses.

Corequisite(s): BIO 206

BIO 206 ECOLOGY LAB (0-3-1.0)

This ecology laboratory experience consists of discussions, demonstrations, experiments, films and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use and environmental impact.

Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100* with a minimum grade of "C" in all courses.

Corequisite(s): BIO 205

****BIO 210 ANATOMY AND PHYSIOLOGY I (3-3-4.0)**

This course is the first in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. The student will learn in depth the anatomical and physiological vocabulary necessary to understand the structure and functions of each of the following systems: integumentary, skeletal, muscular, and nervous (central and peripheral). Tissues, sensory organs, body energetics, and metabolism will be covered. The course will also include an accelerated review of basic chemistry, organic molecules, and cells.

Prerequisite (s): BIO 101 or BIO 112 with a "C" or better. BIO 101 is transferable and is therefore recommended for all students planning to continue into a BSN or MSN Program. BIO 112 is a non-transferable course and recommended for students who are not concerned with transferability or who plan to stop with the ADN Program.

****BIO 211 ANATOMY AND PHYSIOLOGY II (3-3-4.0)**

This course is the second in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. The student will learn in depth the anatomical and physiological vocabulary necessary to understand the structure and functions of each of the following systems: endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. Additional topics will include fluid balance, nutrition, and electrolyte balance.

Prerequisite: BIO 210 with a grade of "C" or better.

BIO 215 HUMAN ANATOMY (3-3-4.0)

This course is a study of the structure of the human body in relation to normal and pathologic states. The student will learn in depth the anatomical vocabulary necessary to understand the structure, location, and interrelationships of each of the following systems: integumentary, skeletal, muscular, nervous (central and peripheral), endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Organelles, cells, tissues, mitosis, and sensory organs will also be covered.

Prerequisite (s): BIO 101 or BIO 112 with a "C" or better. BIO 101 is transferable and is therefore recommended for all students planning to continue into a BSN or MSN Program. BIO 112 is a non-transferable course and recommended for students who are not concerned with transferability or who plan to stop with the ADN Program.

BIO 216 HUMAN PHYSIOLOGY (3-3-4.0)

This course is a study of human physiological processes in relation to homeostasis. The student will learn in depth the physiological vocabulary and principles necessary to understand the functions and interrelationships of each of the following systems: integumentary, skeletal, muscular, and nervous (central and peripheral), endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. The course will also include an accelerated review of basic chemistry, organic molecules, and cells. Additional topics will include body energetics, metabolism, fluid balance, nutrition, and electrolyte balance.

Prerequisite (s): BIO 215 with a grade of "C" or better.

BIO 223 CELL BIOLOGY AND PRINCIPLES OF INHERITANCE (3-3-4.0)

This course introduces Cell Biology and basic Genetics. Coverage of cellular structure and function begins with their basic biochemistry. Topics receiving special emphasis are protein synthesis, cellular communication, metabolic function, photosynthesis, Mendelian genetics, eukaryotic cell division, and chromosomal basis of inheritance.

Prerequisite(s): ENG 101 and MAT 102, CHM 105 or CHM 110 or BIO 101 with a "C" or better.

BIO 224 ORGANISMIC BIOLOGY (3-3-4.0)

This is a course in Organismal Biology. Beginning with the cell, topics will include basic anatomy, physiology, life cycle, and ecology of major extant groups of organisms as well as coverage of viral particles. Taxonomic placement will be supported by current phylogenetic hypothesis.

Prerequisite(s): BIO 223 with a "C" or better.

****BIO 225 MICROBIOLOGY (3-3-4.0)**

A detailed study of microbiology as it relates to infection and disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms and diagnostic procedures for identification.

Prerequisite: BIO 101 and BIO 102 or BIO 210 and BIO 211 or BIO 215 or BIO 216 or BIO 101 and BIO 223 with a grade of "C" or better in both.

BIO 238 MUSCULOSKELETAL SYSTEM ANATOMY (2-3-3.0)

This course is a study of the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles addressing their origin, insertion, innervation and action.

Prerequisite(s): BIO 110 with a grade of "C" or better, or successful completion of earlier program requirements.

BIO 240 NUTRITION (3-0-3.0)

This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered. The importance of organic polymers and monomers, vitamins, coenzymes, minerals, cofactors, and other essential nutrients in metabolism, especially ATP synthesis will also be addressed. Current dietary recommendations, included the government's "My Pyramid", reading and understanding FDA regulated dietary labeling as well as current theory on the role of exercise and diet in maintaining general health will be discussed. Students will be expected to keep a personal/family daily nutritional diary including nutritional and caloric content and design a dietary prospectus to meet current government recommendations. This course is an approved substitution for the Associate Degree in Nursing (ADN) Program required course NUR 107.

Prerequisite(s): MAT 101, ENG 101, BIO 112 or CHM 100 or BIO 100 with a minimum grade of "C" in all courses.

BIO 295 GENERAL HISTOLOGY (3-3-4.0)

This course provides a structural and functional study of the basic tissues and organs of mammals. Histological technique and basic information on the cells, extracellular components, and the tissues of the major organs will be emphasized. Topics of learning will include: epithelial, connective, blood and myeloid, muscular, nervous and lymphatic tissues as well as various organ systems including integumentary, cardiovascular, lymphatic, endocrine, digestive, respiratory, excretory and reproductive systems. In addition, students will acquire basic knowledge in the theory of fixation, tissue dehydration and clearing, paraffin infiltration and embedding for light microscopy, histological sectioning, microtomy and basic mammalian tissue staining protocols and techniques through both lecture and practical applications. Students will be required to fix, embed, section, mount, stain and prepare light microscopic slides of a representative mammalian tissue as well as study the histological characteristics of mammalian tissues. The final grade will be based on performance in lecture and lab examinations application of basic lab procedures, quality of fixation, embedment, sectioning and staining of their slides and a final presentation demonstration their knowledge of tissue via a short class presentation.

Prerequisite(s): Any college transfer level laboratory science with a "C" or better

BUS 121 BUSINESS LAW I (3-0-3.0)

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

Prerequisite(s): ENG 032*, MAT 032*, RDG 100*

BUS 175 INTERNATIONAL BUSINESS (3-0-3.0)

This is an introductory course in international business and trade. The course will explore the reasons companies choose to enter the international market, various marketing approaches, government regulations and opportunities for the individual.

Prerequisite(s): MGT 101 with a minimum grade of "C"

BUS 210 INTRODUCTION TO E-COMMERCE BUSINESS (3-0-3.0)

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

Prerequisite(s): *ENG 032, *MAT 032, *RDG 032

BUS 220 BUSINESS ETHICS (3-0-3.0)

This course includes an exploration of ethical issues arising in the context of doing business. Topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.

Prerequisites: ENG 032*, MAT 032*, RDG 100*

BUS 230 PURCHASING (3-0-3.0)

This course is a study of the concepts and techniques involved in the efficient acquisition and management of purchased goods in business and/or industrial firms.

Prerequisite(s): MGT 101 with a minimum grade of "C."

BUS 268 SPECIAL PROJECTS IN BUSINESS (3-0-3.0)

This course includes research, reporting and special activities for successful employment in the business world.

This course emphasizes the research, execution, and presentation of a business plan.

Prerequisite(s): Approval of academic advisor

CET 105 SURVEYING I (2-3-3.0)

This course includes surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure.

Corequisite(s): MAT 110 or MAT 175

CET 120 CONSTRUCTION MATERIALS (2-3-3.0)

This course includes a study of basic materials used in construction, including research of building product specifications.

Prerequisite(s): MAT 110 or MAT 175

CET 210 STRENGTH OF MATERIALS (2-3-3.0)

This course covers the effects of applying various types of loads to structural members and makes comparisons of allowable stresses and strains.

Prerequisite(s) EGR 190

CET 216 SOIL MECHANICS (2-3-3.0)

This course covers soil types, their engineering properties, and techniques of field and laboratory identification and testing.

Prerequisite(s): MAT 110 or MAT 175

CET 218 HYDRAULICS (3-0-3.0)

This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and wires. Also included is the study of the physical properties of fluids, hydrostatics, flow of incompressible fluids, orifices, venturis and nozzles.

Corequisite(s): EGR 190

CET 205 SURVEYING II (4-0-4.0)

This course includes electro-optical instrumentation techniques and complex computations used in surveying.

Prerequisite(s): CET 105 or permission

CET 220 CONCRETE AND STEEL DESIGN (3-0-3.0)

This course covers the study of reinforced concrete and steel structural components.

Prerequisite(s): CET 210, EGT 150 or EGT 151 or MET 211

CET 235 CONSTRUCTION METHODS AND ESTIMATION (3-0-3.0)

This course covers basic construction techniques with emphasis on cost estimating.

Corequisite(s): MAT 101* or MAT 152*

CET 251 HIGHWAY DESIGN (3-0-3.0)

This course covers a study of the design and construction of a highway

Corequisite(s): CET 105 or permission

CGC 101 INTRODUCTION TO GRAPHICS TECHNIQUES (1-6-3.0)

This course covers the processes of printed reproduction with an emphasis on offset printing. A variety of printing equipment and operating techniques are included.

Prerequisite(s): ENG 032* or MAT 032*

Corequisite(s): CGC 110

CGC 110 ELECTRONIC PUBLISHING (1-6-3.0)

This is an introductory course to the fundamentals of electronic publishing

Prerequisite(s): ENG 032* or MAT 032*

Corequisite(s): CGC 101

CGC 115 DIGITAL PHOTOGRAPHY (3-0-3.0)

This course is the study of digital photography from digital cameras to the computer-based printer/digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing digital cameras; theory, mechanics, and the art of digital imagery.

Prerequisites: ENG 032* and MAT 032*

CGC 122 BASIC OFFSET PRESS OPERATIONS (1-6-3.0)

This course covers the basic competencies required to operate an offset press

Prerequisite(s): MAT 032*

CGC 135 COMMERCIAL GRAPHICS OPERATIONS (3-0-3.0)

This course is a study of customer service, cost factors, quality issues and daily operations associated with the commercial graphics industry.

Prerequisite(s): RDG 039*

CGC 206 TYPOGRAPHY II (1-6-3.0)

This course covers advanced typography and photocomposition.

Prerequisite(s): CGC 125 and CGC 210 with a minimum grade of "C."

CGC 222 ADVANCED OFFSET PRESS OPERATIONS (1-6-3.0)

This course covers advanced techniques in the operation of the offset press.

Prerequisite(s): CGC 122 with a minimum grade of "C."

CGC 235 FINISHING OPERATIONS (2-3-3.0)

This course addresses issues of finishing the printed product following press production. Topics include cutting, folding and binding techniques, proper paper handling, storage and shipping.

Prerequisite(s): CGC 101, CGC 222 with a minimum grade of "C."

CGC 240 SENIOR PROJECT IN COMMERCIAL GRAPHICS (2-3-3.0)

This course consists of advanced projects related to the commercial graphics industry.

Prerequisite(s): Permission

CGC 250 SPECIAL PROJECTS IN COMMERCIAL GRAPHICS (2-3-3.0)

This course consists of special projects related to the commercial graphics industry.

Prerequisite(s): Permission

CHM 100 INTRODUCTORY CHEMISTRY (3-3-4.0)

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)

Prerequisite(s): MAT 101 or MAT 152, RDG 032*

CHM 105 GENERAL, ORGANIC AND BIOCHEMISTRY (2-6-4.0)

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry, and biochemistry

Prerequisite(s): MAT 101, RDG 100, ENG 100, high school chemistry within last five years or CHM 100 or CHM 110 with a minimum grade of "C" in all courses.

****CHM 110 COLLEGE CHEMISTRY I (3-3-4.0)**

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.

Prerequisite(s): ENG 032*, MAT 102* with a minimum grade of "C."

****CHM 111 COLLEGE CHEMISTRY II (3-3-4.0)**

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry.

Prerequisite(s): CHM 110 with a grade of "C" or better.

****CHM 211 ORGANIC CHEMISTRY I (3-3-4.0)**

This is the first in a sequence of courses that includes nomenclature, structure and properties and reaction mechanisms of basic organic chemistry.

Prerequisite(s): CHM 111 with a grade of "C" or better.

****CHM 212 ORGANIC CHEMISTRY II (3-3-4.0)**

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry and spectroscopy.

Prerequisite(s): CHM 211 with a grade of "C" or better.

CHM 213 PRINCIPLES OF BIOCHEMISTRY (3-0-3.0)

This course is the study of the major biochemical processes, including those related to proteins, enzymes, nucleic acids, DNA replication and transcription, carbohydrates, lipids, and their associated pathways and significance.

Prerequisite(s): CHM 110 and CHM 111 with a "C" or better or CHM 105 with a "B" or better.

Co-requisite(s): CHM 214

CHM 214 PRINCIPLES OF BIOCHEMISTRY LABORATORY (0-3-1.0)

This course introduces students to the basic biochemical laboratory techniques.

Prerequisite(s): CHM 110 and CHM 111 with a "C" or better or CHM 105 with a "B" or better.

Co-requisite(s): CHM 213

CHM 220 ANALYTICAL CHEMISTRY (3-6-5.0)

This is the first course in a sequence that describes quantitative chemistry. Topics include gravimetric, volumetric, spectrophotometric, and electrochemical analysis. Emphasis is on laboratory techniques.

Prerequisite(s): CHM 110 and CHM 111 with a "C" or better.

COL 101 COLLEGE ORIENTATION (1-0-1.0)

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. Workplace interpersonal and problem-solving skills will be emphasized.

COL 103 COLLEGE SKILLS (3-0-3.0)

This course may include selected topics such as career planning study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3.0)

This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CPT 114 COMPUTERS AND PROGRAMMING (3-0-3.0)

This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CPT 118 PROFESSIONAL PRACTICES IN INFORMATION TECHNOLOGY (3-0-3.0)

This course emphasizes the development of interpersonal and technical skills required of entry-level information technology (IT) professionals. Course content includes guidance on building a career toolkit, as well as topics such as projecting a professional image, job seeking skills, ethics and providing good customer service.

Pre-requisite: CPT 114 with a minimum grade of "C."

CPT 168 PROGRAMMING LOGIC AND DESIGN (3-0-3.0)

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

Prerequisite(s): CPT 114, MAT 101* or MAT 152* with a minimum grade of "C."

CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3.0)

This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs and their integration.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CPT 172 MICROCOMPUTER DATA BASE (3-0-3.0)

This course introduces microcomputer data base concepts, including generating reports from data base, creating, maintaining and modifying data bases.

Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 174 MICROCOMPUTER SPREADSHEETS (3-0-3.0)

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs.

Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 176 MICROCOMPUTER OPERATING SYSTEMS (3-0-3.0)

This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts.

Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 178 SOFTWARE APPLICATIONS (3-0-3.0)

Using electronic spreadsheet and relational data base management software programs, this course focuses on complex microcomputer applications.

Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 179 MICROCOMPUTER WORD PROCESSING (3-0-3.0)

This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents.

Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 185 EVENT-DRIVEN PROGRAMMING (3-0-3.0)

This course introduces the student to development of professional-looking, special purpose windows applications using the graphical user interface of windows.

Prerequisite(s): CPT 168 with a minimum grade of "C."

CPT 202 SQL PROGRAMMING I (3-0-3.0)

This course is an introduction to the writing of basic Structured Query Language (SQL) used in creating tables, inserting data, retrieving data, and manipulating data from database.

Prerequisite: CPT 242 with a minimum grade of "C."

CPT 206 ADVANCED EVENT-DRIVEN PROGRAMMING (3-0-3.0)

This course is a study of advanced techniques for programming with an event-driven language.

Prerequisite(s): CPT 185 with a minimum grade of "C."

CPT 236 INTRODUCTION TO JAVA PROGRAMMING (3-0-3.0)

This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in the development of Java applications and applets.

Prerequisite(s): CPT 168 with a minimum grade of "C."

CPT 239 ACTIVE SERVER PAGES (3-0-3.0)

This course is a study of active server pages (ASP) programming to build, implement and execute ASP scripts. Examine topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases.

Prerequisite(s): CPT 168 with a minimum grade of "C."

CPT 242 DATABASE (3-0-3.0)

This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs which access a database.

Prerequisite(s): CPT 244 with a minimum grade of "C."

CPT 244 DATA STRUCTURES (3-0-3.0)

This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. A microcomputer database package will be used.

Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 252 DIGITAL ANIMATION (2-3-3.0)

This course is the study of basic aspects of computer animation. Topics include frame-by-frame animation, motion paths, tweening, impact and export of objects, including web integrated export, morphing, layering and creating special effects for web use.

Prerequisite(s): ARV 227 with a minimum grade of "C."

CPT 262 ADVANCED WEB PAGE PUBLISHING (3-0-3.0)

This course is a study of advanced techniques in web page design and implementation

Prerequisite(s): CPT 236, CPT 238, IST 238

Corequisite(s): IST 261

CPT 264 SYSTEMS AND PROCEDURES (3-0-3.0)

This course covers the techniques of system analysis, design, development, and implementation.

Prerequisite: CPT 114 with a minimum grade of "C."

CPT 268 COMPUTER END-USER SUPPORT (3-0-3.0)

This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting and interaction with users).

Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 269 3D DIGITAL ANIMATION (3-0-3.0)

This course is a study of 3D computer graphics and animation. Topics include philosophy of 3D space, 3D modeling, texturing, lighting, materials, particles, dynamics, animation, cameras, and rendering.

Prerequisite: ENG 032, MAT 032 and RDG 032 with a minimum grade of "C."

CPT 270 ADVANCED MICROCOMPUTER APPLICATIONS (3-0-3.0)

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Integration of word processing, spreadsheet, database and presentation/graphics production will be emphasized. Topics will include form letters, merging, desktop publishing, financial functions, amortization schedules, data tables, creating and querying worksheet database, templates, customized reports and forms, and importing clips into documents.

Prerequisite(s): CPT 172, CPT 174, CPT 179 with a minimum grade of "C."

CPT 285 PC HARDWARE CONCEPTS (3-0-3.0)

This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.

Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 290 MICROCOMPUTER MULTIMEDIA CONCEPTS AND APPLICATIONS (3-0-3.0)

This course will cover introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video and various multimedia applications in the design, development and creation of multimedia presentations.

Prerequisite(s): CPT 101 or CPT 170 with a minimum grade of "C."

All CWE courses require permission of instructor or department head.

CWE 101 COOPERATIVE WORK EXPERIENCE PREPARATION (1-0-1.0)

This course includes cooperative work experience in an approved setting.

CWE 112 COOPERATIVE WORK EXPERIENCE I (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 113 COOPERATIVE WORK EXPERIENCE I (0-15-3.0)

This course includes cooperative work experience in an approved setting

CWE 114 COOPERATIVE WORK EXPERIENCE I (0-20-4.0)

This course includes cooperative work experience in an approved setting.

CWE 122 COOPERATIVE WORK EXPERIENCE II (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 123 COOPERATIVE WORK EXPERIENCE II (0-15-3.0)

This course includes cooperative work experience in an approved setting.

Prerequisite(s): Department head approval

CWE 124 COOPERATIVE WORK EXPERIENCE II (0-20-4.0)

This course includes cooperative work experience in an approved setting.

CWE 131 COOPERATIVE WORK EXPERIENCE III (0-5-1.0)

This course includes cooperative work experience in an approved setting.

CWE 132 COOPERATIVE WORK EXPERIENCE III (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 133 COOPERATIVE WORK EXPERIENCE III (0-15-3.0)

This course includes cooperative work experience in an approved setting.

CWE 134 COOPERATIVE WORK EXPERIENCE III (0-20-4.0)

This course includes cooperative work experience in an approved setting.

CWE 211 COOPERATIVE WORK EXPERIENCE IV (0-5-1.0)

This course includes cooperative work experience in an approved setting.

CWE 212 COOPERATIVE WORK EXPERIENCE IV (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 213 COOPERATIVE WORK EXPERIENCE IV (0-15-3.0)

This course includes cooperative work experience in an approved setting.

CWE 214 COOPERATIVE WORK EXPERIENCE IV (0-20-4.0)

This course includes cooperative work experience in an approved setting.

CWE 222 COOPERATIVE WORK EXPERIENCE IV (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 224 COOPERATIVE WORK EXPERIENCE V (0-20-4.0)

This course includes cooperative work experience in an approved setting.

CWE 231 COOPERATIVE WORK EXPERIENCE VI (0-5-1.0)

This course includes cooperative work experience in an approved setting.

CWE 232 COOPERATIVE WORK EXPERIENCE VI (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 233 COOPERATIVE WORK EXPERIENCE VI (0-15-3.0)

This course includes cooperative work experience in an approved setting.

DAT 110 DENTAL TERMINOLOGY (3-0-3.0)

This course provides a study of dental terminology as it relates to procedures and techniques used in dental assisting.

DAT 113 DENTAL MATERIALS (3-3-4.0)

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

Prerequisite(s): Admission into the Expanded Duty Dental Assisting Program.

DAT 115 ETHICS AND PROFESSIONALISM (0-3-1.0)

This course introduces a history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

Prerequisite(s): Admission into Expanded Duty Dental Assisting Program.

DAT 118 DENTAL MORPHOLOGY (2-0-2.0)

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

Prerequisite(s): Admission into the Expanded Duty Dental Assisting Program.

DAT 121 DENTAL HEALTH EDUCATION (2-0-2.0)

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

Prerequisite(s): Admission into the Expanded Duty Dental Assisting Program.

DAT 122 DENTAL OFFICE MANAGEMENT (2-0-2.0)

This course provides a study of the business aspect of a dental office.

Prerequisite(s): Successful completion of prior program requirements.

DAT 123 ORAL MEDICINE/ORAL BIOLOGY (3-0-3.0)

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

Prerequisite(s): Successful completion of prior program requirements.

DAT 124 EXPANDED FUNCTIONS/SPECIALTIES (0-3-1.0)

This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry.

Prerequisite(s): Successful completion of prior program requirements.

DAT 127 DENTAL RADIOGRAPHY (3-3-4.0)

This course provides the fundamental background and theory for the safe and effective use of x-rays in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

Prerequisite(s): Successful completion of prior program requirements.

DAT 154 CLINICAL PROCEDURES I (2-6-4.0)

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistant's role in dental instrumentation.

Prerequisite(s): Admission into the Expanded Duty Dental Assisting Program.

DAT 174 OFFICE ROTATIONS (0-12-4.0)

This is an introductory course to a general office with emphasis placed on chairside assisting and office management.

Prerequisite(s): Successful completion of prior program requirements.

DAT 177 DENTAL OFFICE EXPERIENCE (0-21-7.0)

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

Prerequisite(s): Successful completion of prior program requirements.

**See Prerequisites, p. 262 / **See Technical College Courses Transferable to Senior Institutions, p. 30*

DHM 105 DIESEL ENGINES I (3-0-3.0)

This course covers the basic study of diesel engine design and operating principles.

ECD 101 INTRODUCTION TO EARLY CHILDHOOD (3-0-3.0)

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in the course.

ECD 102 GROWTH AND DEVELOPMENT I (3-0-3.0)

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

Corequisite(s): ECD 101; Criminal background check, health form, student portfolio information obtained

ECD 105 GUIDANCE-CLASSROOM MANAGEMENT (2-3-3.0)

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

Corequisite(s): ECD 101

ECD 108 FAMILY AND COMMUNITY RELATIONS (3-0-3.0)

This course is an overview of techniques and materials promoting effective family/programs partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources, and on developing appropriate communication skills.

Prerequisite(s): ECD 101, ACCM speciality only

ECD 109 ADMINISTRATION AND SUPERVISION (3-0-3.0)

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff and parents.

Prerequisite(s): ECD 101, admission in the ACCM speciality only

ECD 131 LANGUAGE ARTS (2-3-3.0)

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.

Corequisite(s): ECD 101

ECD 132 CREATIVE EXPERIENCES (1-6-3.0)

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

Corequisite(s): ECD 101

ECD 133 SCIENCE AND MATH CONCEPTS (2-3-3.0)

This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.

Corequisite(s): ECD 101

ECD 135 HEALTH, SAFETY AND NUTRITION (2-3-3.0)

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and First Aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

Prerequisite(s): ECD 101

Corequisite(s): AHS 106 or current CPR/First Aid card upon completion of this course

ECD 200 CURRICULUM ISSUES IN INFANT AND TODDLER DEVELOPMENT (3-0-3.0)

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

Prerequisite(s): Admission in the Infant/Toddler specialty area only

ECD 201 PRINCIPLES OF ETHICS AND LEADERSHIP IN EARLY CARE AND EDUCATION (3-0-3.0)

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

ECD 203 GROWTH AND DEVELOPMENT II (3-0-3.0)

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

Corequisite(s): ECD 102

ECD 205 SOCIALIZATION AND GROUP CARE OF INFANTS AND TODDLERS (3-0-3.0)

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

Prerequisite(s): Admission in the Infant/Toddler specialty area only

ECD 207 INFANTS AND TODDLERS WITH SPECIAL NEEDS (3-0-3.0)

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

Prerequisite(s): Admission in the Infant/Toddler specialty area or the Early Childhood Development-Special Education specialty area.

ECD 237 METHODS AND MATERIALS (3-0-3.0)

This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

Prerequisite(s): ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203 and completion of a student portfolio

ECD 243 SUPERVISED FIELD EXPERIENCE I (0-9-3.0)

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.

Prerequisite(s): ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203 and completion of a student portfolio

ECD 246 DESIGNING QUALITY INFANT AND TODDLER ENVIRONMENTS (0-9-3.0)

This course is a study of the elements of quality environments for children, prenatal through three years. Focus is on understanding quality design, materials/equipment used in the construction and/or remodeling of infant/toddler spaces that promote the optimal development of infants and toddlers.

ECD 251 SUPERVISED FIELD EXPERIENCES IN INFANT/TODDLER ENVIRONMENT (0-9-3.0)

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

Prerequisite(s): ECD 101, ECD 102, ECD 200, ECD 205, ECD 207 and completion of a student portfolio

ECD 257 SUPERVISED FIELD EXPERIENCES IN EARLY CHILDHOOD SPECIAL EDUCATION (0-9-3.0)

This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate student's skills in order to work with children who are developmentally delayed.

Prerequisite(s): ECD 102, ECD 203, ECD 207, PSY 214, and completion of a student portfolio

ECO 101 BASIC ECONOMICS (3-0-3.0)

This course is a study of comparative economic systems, forms of business organizations, business operations, and wage and price determination.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

****ECO 210 MACROECONOMICS (3-0-3.0)**

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, business cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

****ECO 211 MICROECONOMICS (3-0-3.0)**

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EDU 230 SCHOOLS IN COMMUNITIES (4-0-4.0)

This course provides students with a basic understanding of the social, political and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools and communities.

Prerequisite(s): ENG 100*, RDG 100 with a minimum grade of "C."

EEM 105 BASIC ELECTRICITY (1-3-2.0) ELECTIVE

This course is a survey of basic electrical principles, circuits, and measurements.

EEM 107 INDUSTRIAL COMPUTER TECHNIQUES (2-0-2.0)

This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

EEM 109 NCCER CORE CURRICULUM (3-0-3.0)

This is an introductory craft skills course that teaches basic safety, rigging, communication and employability skills. An introduction to hand tools, power tools, blueprints and craft skills math is included.

EEM 117 AC/DC CIRCUITS I (2-6-4.0)

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 118 AC/DC CIRCUITS II (2-6-4.0)

This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.

EEM 121 ELECTRICAL MEASUREMENTS (3-0-3.0)

This course covers the basic principles of electrical measuring instruments and how they are used in industries.

EEM 123 SCHEMATICS ANALYSIS (3-0-3.0)

This course covers the interpretation of electrical and electronic schematics, including the mathematical analysis of these circuits.

EEM 145 CONTROL CIRCUITS (3-0-3.0)

This course covers the principles and applications of component circuits and methods of motor control.

EEM 151 MOTOR CONTROLS I (2-6-4.0)

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

EEM 152 MOTOR CONTROLS II (2-6-4.0)

This course is a continuation of the study of motor controls, including additional techniques and control devices.

EEM 162 INTRODUCTION TO PROCESS CONTROL (2-3-3.0)

This course is an introduction to control systems theory and process control characteristics.

EEM 201 ELECTRONIC DEVICES I (2-3-3.0)

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

Prerequisite(s): EEM 117 or permission

EEM 202 ELECTRONIC DEVICES II (2-3-3.0)

This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits.

Prerequisite(s): EEM 117 or permission

EEM 211 AC MACHINES (2-3-3.0)

This course is a study of application, operation, and construction of AC machines.

EEM 221 DC/AC DRIVES (2-3-3.0)

This course covers the principles of operation and application of DC drives and AC drives.

Prerequisite(s): EEM 151 or permission

EEM 231 DIGITAL CIRCUITS I (2-3-3.0)

This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

Prerequisite(s): EEM 117 or permission

EEM 240 BASIC MICROPROCESSORS (3-3-4.0)

This course is a study of basic microprocessor concepts such as microprocessor structure, programming, architecture and interfacing.

Prerequisite(s): EEM 117 or permission

EEM 251 PROGRAMMABLE CONTROLLERS (3-0-3.0)

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

Prerequisite(s): EEM 151 or permission

EEM 252 PROGRAMMABLE CONTROLLERS APPLICATIONS (2-3-3.0)

This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested.

Prerequisite(s): EEM 151 or permission

EEM 275 TECHNICAL TROUBLESHOOTING (3-0-3.0)

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

Prerequisite(s): EEM 202 or permission

EEM 276 APPLIED TROUBLESHOOTING (1-6-3.0)

This course is an application of electronic troubleshooting methods. The student analyzes, troubleshoots, and repairs circuits.

Prerequisite(s): EEM 202 or permission

EET 111 DC CIRCUITS (3-3-4.0)

This course is a study of resistance, voltage, current, power and energy in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Laws, and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite(s): ENG 100*, MAT 102*, RDG 100*

Corequisite(s): MAT 110

EET 112 AC CIRCUITS (3-3-4.0)

This course is a study of capacitive and inductive reactance and impedance in series, parallel, and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite(s): ENG 100*, MAT 102*, RDG 100*

Corequisite(s): MAT 110

EET 113 ELECTRICAL CIRCUITS I (4-0-4.0)

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel and series-parallel circuits using Ohm's Law, Kirchhoff's laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 131 ACTIVE DEVICES (3-3-4.0)

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.

Prerequisite(s): EET 111

Corequisite(s): EET 112

EET 141 ELECTRONIC CIRCUITS (3-3-4.0)

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.

Prerequisite(s): EET 131

EET 145 DIGITAL CIRCUITS (3-3-4.0)

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.

Prerequisite(s): ENG 100*, MAT 102* or MAT 153*, RDG 100*

Corequisite(s): MAT 110

EET 221 BROADBAND COMMUNICATION SYSTEMS (2-3-3.0)

This course is the silicon solutions that provide the cost-effective delivery of high speed, high bandwidth, broadband digital transmission of voice, video, and data to and throughout the home and within business via the existing communications infrastructure.

Prerequisite(s): EET 145

EET 235 PROGRAMMABLE CONTROLLERS (2-3-3.0)

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and troubleshooting techniques are applied to programmable controllers.

Prerequisite(s): EET 112

EET 236 PLC SYSTEMS PROGRAMMING (2-3-3.0)

This course covers advanced topics in programmable logic controllers (PLC) systems and programming including timing, conversions, analog operations, PID control, auxiliary commands and functions, and PLC to PLC systems communications.

Prerequisite(s): EET 235

EET 241 ELECTRONIC COMMUNICATIONS (3-3-4.0)

This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers and detectors. Some basis FCC rules and regulations are also covered.

Prerequisite(s): EET 131

EET 251 MICROPROCESSOR FUNDAMENTALS (3-3-4.0)

This course is a study of binary numbers; microprocessor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.

Prerequisite(s): EET 145

EET 273 ELECTRONICS SENIOR PROJECT (0-3-1.0)

This course includes the construction and testing of an instructor-approved project.

Prerequisite(s): EET 141

EET 274 SELECTED TOPICS IN ELECTRICAL/ELECTRONICS ENGINEERING TECH (3-0-3.0)

This course is a study of current topics related to electrical electronics engineering technology. Technical aspects of practical applications are discussed.

EGR 102 INTRODUCTION TO INDUSTRIAL/ENGINEERING CAREERS (0-3-1.0)

This course is an overview of a variety of technical careers in the industrial and engineering technologies and the technical skills required for each. Guest speakers, job-site visits, and shadowing experiences will be part of this course.

Prerequisites: ENG 032*, MAT 032*, RDG 032*

EGR 104 ENGINEERING TECHNOLOGY FOUNDATIONS (3-0-3.0)

This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

Corequisite(s): MAT 102

EGR 112 ENGINEERING PROGRAMMING (2-3-3.0)

This course covers interactive computing and basic concepts of programming. Course elements include the solution of engineering problems using computer applications. The course culminates with the use of Visual Basic to create a user interface to solve problems developed earlier in MS Excel. Other areas of developed area Main Board components. Electronic WorkBench, Windows environment. This course can be completed by distance learning via WebCT.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

Corequisite(s): MAT 102

EGR 124 ENGINEERING SPREADSHEET APPLICATIONS (2-0-2.0)

This course includes the use of spreadsheets, software for data manipulation, graphing, problem analysis, statistical analysis and hypothesis testing.

Prerequisite(s): ENG 032*, MAT 101* or MAT 152*, RDG 032*

EGR 170 ENGINEERING MATERIALS (2-3-3.0)

This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products..

Prerequisite(s): MAT 100 or MAT 175

EGR 175 MANUFACTURING PROCESSES (3-0-3.0)

This course includes the processes, alternatives, and operations in the manufacturing environment.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGR 190 STATICS (3-0-3.0)

This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.

Prerequisite(s): MAT 110 or MAT 175

EGR 194 STATICS AND STRENGTH OF MATERIALS (4-0-4.0)

This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.

Prerequisite(s): MAT 168

EGR 212 STRUCTURED PROGRAMMING (1-3-2.0)

This course covers programming in a high level language and includes assignment for values, flow charting, multiple-valued variable, modular program development and general design considerations. Programs will be written in an objected oriented programming language.

Prerequisite(s): EGR 112

**See Prerequisites, p. 262 / **See Technical College Courses Transferable to Senior Institutions, p. 30*

EGT 104 PRINT READING (3-0-3.0)

This course covers the interpretation of industrial drawings.

EGT 108 ADVANCED PRINT READING AND SKETCHING (2-0-2.0)

This course is a study of the interpretation of complicated drawings. Drafting and sketching techniques are included.

Prerequisite(s): EGT 104

EGT 110 ENGINEERING GRAPHICS I (3-3-4.0)

This course is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings.

Prerequisite(s): EGT 150 or EGT 151

EGT 151 INTRODUCTION TO CAD (3-0-3.0)

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

EGT 152 FUNDAMENTALS OF CAD (3-0-3.0)

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool

Prerequisite(s): EGT 108

EGT 155 INTERMEDIATE CAD (1-3-2.0)

This course covers advanced computer aided drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings.

Prerequisite(s): EGT 150 or EGT 151

EGT 252 ADVANCED CAD (2-3-3.0)

This course covers advanced concepts of CAD software and applications.

Prerequisite(s): EGT 150 or EGT 151

ENG 031 DEVELOPMENTAL ENGLISH (3-0-3.0)

Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body and conclusion.

Corequisite(s): ENG 032

ENG 032 DEVELOPMENTAL ENGLISH (3-0-3.0)

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising is emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

Corequisite(s): ENG 031 (unless prior credit awarded)

ENG 100 INTRODUCTION TO COMPOSITION (3-0-3.0)

This course is a study of basic writing and different modes of composition and may include a review of usage. A minimum grade of "C" is required for credit. (Non-degree credit)

Prerequisite: ENG 032*

****ENG 101 ENGLISH COMPOSITION I (3-0-3.0)**

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. A minimum grade of "C" is required for credit.

Prerequisite(s): RDG 100*; and ENG 100* or ENG 165* or ENG 104*

****ENG 102 ENGLISH COMPOSITION II (3-0-3.0)**

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

Prerequisite(s): ENG 101

ENG 110 RHETORIC AND ADVANCED COMPOSITION (3-0-3.0)

This course includes complex readings, emphasizes critical reading and thinking, focuses on persuasion and argumentation, and expands upon students' research and documentation skills.

Prerequisite(s): ENG 101

ENG 165 PROFESSIONAL COMMUNICATIONS (3-0-3.0)

This course develops practical written and oral professional communication skills. A minimum grade of "C" is required for credit.

Prerequisite(s): ENG 032*, RDG 032*

****ENG 201 AMERICAN LITERATURE I (3-0-3.0)**

This course is a study of American literature from the colonial period to the civil war.

Prerequisite(s): ENG 102

****ENG 202 AMERICAN LITERATURE II (3-0-3.0)**

This course is a study of American literature from the civil war to the present.

Prerequisite(s): ENG 102

****ENG 205 ENGLISH LITERATURE I (3-0-3.0)**

This is a college transfer course in which the following topics are presented: the study of English literature from the old English period to the romantic period with emphasis on major writers and periods.

Prerequisite(s): ENG 102

****ENG 206 ENGLISH LITERATURE II (3-0-3.0)**

This is a college transfer course in which the following topics are presented: the study of English literature from the romantic period to the present with emphasis on major writers and periods.

Prerequisite(s): ENG 102

****ENG 208 WORLD LITERATURE I (3-0-3.0)**

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

Prerequisite(s): ENG 102

****ENG 209 WORLD LITERATURE II (3-0-3.0)**

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Prerequisite(s): ENG 102

ENG 228 STUDIES IN FILM GENRE (3-0-3.0)

This course is a critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc.) and countries will be viewed and analyzed.

Prerequisite(s): ENG 100*, RDG 100*

ENG 235 SOUTHERN LITERATURE (3-0-3.0)

This course is a study of the south's intellectual and literary contributions to national and world literature.

Prerequisite(s): ENG 102

****ENG 236 AFRICAN AMERICAN LITERATURE (3-0-3.0)**

This course is a critical study of African American literature examined from historical, social and psychological perspectives.

Prerequisite(s): ENG 102

ENG 238 CREATIVE WRITING (3-0-3.0)

This course presents an introduction to creative writing in various genres.

Prerequisite(s): ENG 102

****ENG 260 ADVANCED TECHNICAL COMMUNICATIONS (3-0-3.0)**

This course develops skills in research techniques and increases proficiency in written and oral technical communications.

Prerequisite(s): ENG 101

ENG 265 ADVANCED PROFESSIONAL COMMUNICATIONS (3-0-3.0)

This course emphasizes purpose and audience analysis in determining the appropriate rhetorical mode, language usage, and format in professional communications.

Prerequisite(s): ENG 101

ENG 299 SPECIAL TOPICS IN ENGLISH (3-0-3.0)

This course focuses on a specific purpose for, issue in, or type of English, such as South Carolina literature, writing for the Web, or a history of literary censorship in the US.

Prerequisite(s): ENG 101

ESL 031 ENGLISH AS A SECOND LANGUAGE (3-0-3.0)

English as a Second Language is intended for non-native English speaking students who need assistance in developing and improving listening and speaking skills, written communication skills, and basic English grammar. Based on assessment of students' needs, instruction will include basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion. Assignments will focus on specific writing challenges of the ESL student. This course is equivalent to ENG 031.

Corequisite(s): ESL 032

ESL 032 ENGLISH AS A SECOND LANGUAGE (3-0-3.0)

English as a Second Language is intended for non-native English speaking students who need assistance in developing and improving listening and speaking skills, written communication skills, and basic English grammar. This course is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with the study of different modes of writing for a variety of rhetorical situations. Assignments will focus on specific writing challenges of the ESL student. This course is equivalent to ENG 032.

Corequisite(s): ESL 031 (unless prior credit awarded)

ESL 100 READING IN ENGLISH AS A SECOND LANGUAGE (3-0-3.0)

This course covers the application of basic reading skills to improve critical comprehension, higher order thinking skills, and standard academic vocabulary for students who are taking English as a Second Language. This course is equivalent to RDG 032.

****FRE 101 ELEMENTARY FRENCH I (4-0-4.0)**

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

Prerequisite(s): ENG 100*, RDG 032*

****FRE 102 ELEMENTARY FRENCH II (4-0-4.0)**

This course continues the development of basic language skills and includes a study of French culture.

Prerequisite(s): FRE 101

****FRE 201 INTERMEDIATE FRENCH I (3-0-3.0)**

This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.

Prerequisite(s): FRE 102

****FRE 202 INTERMEDIATE FRENCH II (3-0-3.0)**

This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.

Prerequisite(s): FRE 201

****GEO 101 INTRODUCTION TO GEOGRAPHY (3-0-3.0)**

This course is an introduction to the principles and methods of geographic inquiry.

Prerequisite(s): ENG 032*, RDG 032*

****GEO 102 WORLD GEOGRAPHY (3-0-3.0)**

This course includes a geographic analysis of the regions of the world, i.e. North and South America, Europe, Australia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social cultural, economic and political systems.

Prerequisite(s): ENG 032*, RDG 032*

****GER 101 ELEMENTARY GERMAN I (4-0-4.0)**

This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture.

Prerequisite(s): ENG 100*, RDG 032*

****GER 102 ELEMENTARY GERMAN II (4-0-4.0)**

This college course continues the development of the four basic language skills and the study of German culture.

Prerequisite(s): GER 101

GER 201 INTERMEDIATE GERMAN I (3-0-3.0)

This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.

Prerequisite(s): GER 102

GER 202 INTERMEDIATE GERMAN II (3-0-3.0)

This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.

Prerequisite(s): GER 201

****HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3.0)**

This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.

Prerequisite(s): ENG 100, RDG 100

****HIS 102 WESTERN CIVILIZATION POST 1689 (3-0-3.0)**

This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.

Prerequisite(s): ENG: 100, RDG 100

HIS 104 WORLD HISTORY (3-0-3.0)

This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of Western dominance and identifying major patterns and trends which characterized the world in each era.

Prerequisite(s): ENG: 100*, RDG 100*

HIS 105 WORLD HISTORY II (3-0-3.0)

This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political and cultural aspects of each era.

Prerequisite(s): ENG: 100*, RDG 100*

HIS 109 INTRODUCTION TO LATIN AMERICAN CIVILIZATION (3-0-3.0)

This course is an analysis of the political, cultural, and economic forces which have shape the development of institutions and ideas of Spanish and Portuguese America

Prerequisite(s): ENG: 100*, RDG 100*

HIS 112 NONWESTERN CIVILIZATION (3-0-3.0)

This course is a survey of the major developments and characteristics of nonwestern civilization and cultures in Asia, Africa and the Americas.

Prerequisite(s): ENG 100*, RDG 100*

HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3.0)

This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individuals or groups.

Prerequisite(s): ENG 100*, RDG 100*

****HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3.0)**

This course is a survey of U.S. History from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.

Prerequisite(s): ENG 032*, RDG 032*

****HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3.0)**

This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.

Prerequisite(s): ENG 032*, RDG 032*

HOS 101 PRINCIPLES OF FOOD PRODUCTION I (1-6-3.0)

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious quality food.

Prerequisite(s): RDG 032*

HOS 102 PRINCIPLES OF FOOD PRODUCTION II (1-6-3.0)

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

Prerequisite(s): HOS 101

HOS 103 NUTRITION (2-3-3.0)

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.

Prerequisite(s): RDG 032*

HOS 120 BAKESHOP PRODUCTION (0-9-3.0)

This course covers the applications of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.

Prerequisite(s): RDG 032*

HOS 140 THE HOSPITALITY INDUSTRY (3-0-3.0)

This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

Prerequisite: RDG 032*

HOS 145 DINING ROOM OPERATIONS (2-3-3.0)

This course is a study of the principles of operational procedures of the dining area and of managerial concerns for effective dining service.

Prerequisite(s): RDG 032*

HOS 155 HOSPITALITY SANITATION (2-3-3.0)

This course is a study of local, state and national regulations governing sanitary food handling practices.

Prerequisite(s): RDG 032*

HOS 201 A LA CARTE I (1-6-3.0)

This course is a study of culinary skills used in the preparation of food in an "a la carte" style. Students will utilize the skills they learned in HOS 102.

Prerequisite(s): HOS 102

HOS 220 ADVANCED BAKESHOP (1-6-3.0)

This course is a study of the preparation of advanced, classical and international pastries. Emphasis is placed on producing quality, commercial baked goods.

Prerequisite(s): HOS 120

HOS 225 BUFFET ORGANIZATION (1-9-4.0)

This course is a study of the principles and applications of how to plan, organize and implement a complete buffet. Topics include forced meats, ice carvings and garnishes.

Prerequisite(s): HOS 101

HOS 255 FOOD SERVICE MANAGEMENT (3-0-3.0)

This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures and public relations.

Prerequisite: HOS 140

HRT 101 INTRODUCTION TO HORTICULTURE (3-0-3.0)

This course covers the basic principles of horticulture as it relates to commercial production. It includes a survey of the important areas of horticulture, including nursery production and sales, greenhouse operations, landscaping, turf, fruits, and vegetables.

Prerequisite(s): ENG 032*, RDG 032*

HRT 102 LANDSCAPE DESIGN (3-3-4.0)

This course is a study of landscape design principles and the application of landscape drafting techniques and plant selection to produce a finished landscape plan.

Prerequisite(s): HRT 105, MAT 032*

HRT 104 LANDSCAPE DESIGN AND IMPLEMENTATION (3-0-3.0)

This course is a study of landscape design and drafting as well as landscape installation techniques.

Prerequisite(s): MAT 032* or permission

HRT 105 LANDSCAPE PLANT MATERIALS (3-3-4.0)

This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included.

Prerequisite(s): RDG 032*

HRT 108 ANNUALS AND PERENNIALS (2-0-2.0)

This course is a survey of herbaceous plants, both annual and perennial, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color and culture.

HRT 110 PLANT FORM AND FUNCTION (3-3-4.0)

This course is a study of morphology, anatomy, and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.

Prerequisite(s): ENG 032*, RDG 100*

HRT 113 PLANT MATERIALS (3-0-3.0)

This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.

Prerequisite(s): RDG 032* or permission

HRT 117 DESIGN WITH HERBACEOUS PLANTS (3-0-3.0)

This course is a study of soft-stemmed plant materials. Emphasis is on habit of growth, size, period of bloom, color, and cultural requirements of annuals and perennials. The lab provides an introduction to design principles and landscape drafting.

Prerequisite(s): RDG 032* or permission

HRT 121 COMMERCIAL IRRIGATION (3-0-3.0)

This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included.

Prerequisite(s): MAT 032* or permission

HRT 125 SOILS (3-3-4.0)

This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included.

Prerequisite(s): MAT 032*, RDG 100*

HRT 132 NURSERY OPERATION (2-3-4.0)

This course is a study of nursery and greenhouse operations and management. Operational details of plant production, management, principles and chemical safety are covered.

HRT 139 PLANT PROPAGATION (2-3-3.0)

This course is a study of the fundamental principles and techniques involved in plant propagation.

Prerequisite(s): RDG 032*

HRT 141 HORTICULTURE PEST CONTROL (3-3-4.0)

This course includes a study of the identification and control of insects, diseases, and weeds that are pests of horticultural plants.

Prerequisite(s): MAT 032*, RDG 032*

HRT 144 PLANT PESTS (3-0-3.0)

This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control.

Prerequisite(s): MAT 032* or permission

HRT 153 LANDSCAPE CONSTRUCTION (3-0-3.0)

This course covers the requirements and techniques of landscape construction. Emphasis is placed on construction of wood, concrete and brick landscape structures. The course includes landscape lighting, water gardening and planting.

Prerequisite(s): MAT 032* or permission

HRT 154 GROUNDS MAINTENANCE (3-0-3.0)

This course covers cost estimation of a landscape design and its maintenance, preparation of contracts, and development and implementation of maintenance schedules.

Prerequisite(s): MAT 032* or permission

HRT 200 HORTICULTURE BUSINESS MANAGEMENT (3-0-3.0)

This course is a study of business management practices in horticulture. Customer relations, budget constrictions, employee management, resume development, invoicing, federal and state tax regulations, immigration policy, basic marketing, and governmental laws and regulations are included.

HRT 202 HORTICULTURE CHEMICALS (2-0-2.0)

This course is a study of turf and landscape applications of herbicides, insecticides, growth regulations and fungicides. Emphasis is placed on mode of action, environmental impacts and the strategic and practical use of current and new chemicals in the various turf and landscape industries.

HRT 223 IRRIGATION (3-3-4.0)

This course includes the study and application of the design principles and materials used in horticultural irrigation.

Prerequisite(s): HRT 102

HRT 230 GREENHOUSE TECHNOLOGY (3-3-4.0)

This course is the study of commercial greenhouse production techniques and facility management.

Prerequisite(s): HRT 110, HRT 108, MAT 032*

HRT 241 TURF MANAGEMENT (2-3-3.0)

This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas.

Prerequisite(s): MAT 032*, RDG 032* or permission

HRT 253 LANDSCAPE INSTALLATION (3-3-4.0)

This course is a study of the installation of landscapes, including reading plans, planting, and construction of necessary structures. Instruction in various styles of landscape features and the development of cost estimates and bids are included.

Prerequisite(s): HRT 102

HRT 255 URBAN TREE CARE (3-3-3.0)

This course is a study of selection, installation and maintenance of trees in the urban landscape. Emphasis will be placed on industry standards and municipality requirements. Topics also covered are basic tree anatomy and proper tree pruning and health management.

Prerequisite(s): HRT 105, HRT 110

HRT 256 LANDSCAPE MANAGEMENT (3-3-4.0)

This course is a study of proper grounds management procedures. Landscape maintenance tasks, scheduling, estimating, and bidding are included.

Prerequisite(s): ENG 032*, HRT 105, HRT 125, HRT 141

HRT 270 SPECIAL TOPICS IN HORTICULTURE (3-0-3.0)

This course includes special topics in the area of horticulture.

Prerequisite(s): Permission

HRT 271 SCWE IN HORTICULTURE (0-40-8.0)

This course includes supervised comprehensive work experience in the horticulture industry. Work in a horticulture related position under supervision of the instructor and employer is required.

Prerequisite(s): Permission

HRT 272 HORTICULTURE INTERNSHIP (0-20-4.0)

This course is a horticulture work experience at an approved site under the supervision of a horticulture faculty member and the employer.

Prerequisite(s): Must have completed one year horticulture and/or permission of the department head.

HSS 101 INTRODUCTION TO HUMANITIES (3-0-3.0)

This course includes an introduction to themes, critical approaches, and major contributors to the humanities.

Prerequisite(s): ENG 100*, RDG 100*

HSS 111 MYTH AND FOLKLORE OF HISPANIC/LATINO CULTURES (3-0-3.0)

This course introduces myths and folklore, and their influence on arts and culture, of Spanish-speaking peoples.

Prerequisite(s): ENG 100*, RDG 100*

HSS 205 TECHNOLOGY AND SOCIETY (3-0-3.0)

This course is an investigation of the impact of the 20th century technological changes in America on the individual, society, and the physical environments. A survey of technological advances from ancient times to present will preface the 20th century focus.

Prerequisite(s): ENG 032*, RDG 032*

HSS 299 SPECIAL TOPICS IN HUMANITIES (3-0-3.0)

This course provides an interdisciplinary focus on a theme in humanities (including art, architecture, film, literature, theatre, philosophy, religion, and music).

Prerequisite(s): ENG 100*, RDG 100*

HUC 110 HEALTH UNIT PROCEDURES I (3-12-7.0)

This course is a study of non-nursing hospital procedures and practical applications in clinical settings as they relate to the coordination of a nursing unit.

Prerequisite(s): AHS 102

Corequisite(s): AHS 170

HUC 120 HEALTH UNIT PROCEDURES II (2-18-8.0)

This course is a study of non-nursing hospital procedures in addition to an anatomy component which includes a systems review. The course also covers practical applications and clinical settings as they relate to the coordination of a nursing unit.

Prerequisite(s): Completion of earlier program requirements with a "C" or better.

HUS 101 INTRODUCTION TO HUMAN SERVICES (3-0-3.0)

This course covers an overview of the field of human services. Role responsibilities, problem, boundaries, and strategies of human service workers are included.

Prerequisite(s): ENG 100*, RDG 100*

HUS 212 SURVEY OF DISABILITIES AND DISORDERS (3-0-3)

This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease.

HUS 213 DEVELOPMENTAL DISABILITIES PROGRAM PLANNING (3-0-3)

This course explores the range of services that people with disabilities and their families currently use and the laws that both establish and regulate those services.

IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3.0)

This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.

Prerequisite(s): ENG 032*, RDG 032*

IDS 104 CAREER EXPLORATION (1-0-1.0)

This course is the study and application of career assessment and planning, job search, and employability skills in preparation for transition in the workplace. (Note: This course is designed to plan and assess skills in math, writing, and reading in preparation for transition to teacher education programs. The simulated Praxis I test preparation test will enable students to identify and build skills for the ETS Praxis I test.)

IMT 102 INDUSTRIAL SAFETY (2-0-2.0)

This course covers safety awareness and practices found in industry. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 32101.

IMT 104 SCHEMATICS (2-0-2.0)

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 15202 and 15203.

IMT 112 HAND TOOL OPERATIONS (2-3-3.0)

This course covers the use of hand tools and their applications in industrial and service areas. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 32512.

IMT 120 MECHANICAL INSTALLATIONS (3-6-5.0)

This course covers techniques of assembling, rigging and installation and/or maintenance of mechanical equipment. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 00106.

IMT 124 PUMPS (1-3-2.0)

This course covers packing, seals, couplings, and alignment of pumps. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 32312 and 32505.

IMT 131 HYDRAULICS AND PNEUMATICS (3-3-4.0)

This course covers the basic technology and principles of hydraulics and pneumatics. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 32313, 32314, 32504 and 32506.

IMT 160 PREVENTIVE MAINTENANCE (1-6-3.0)

This course covers preventive maintenance techniques. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 32501.

IMT 161 MECHANICAL POWER APPLICATIONS (2-6-4.0)

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 32212, 32306, 32308, 32309 and 32407.

IMT 170 STATISTICAL PROCESS CONTROL (3-0-3.0)

This course is a study of the concepts and charts used in quality control. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules PM 311 and MT 204.

IST 201 CISCO INTERNETWORKING CONCEPTS (3-0-3.0)

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing and network standards.

Prerequisite(s): ENG 100*, IST 220 with a minimum grade of "C" or permission from department head.

IST 202 CISCO ROUTER CONFIGURATION (3-0-3.0)

This course is a study of LANs, WANs, OSI models, ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing and the network administrator's role and function.

Prerequisite(s): IST 201 with a minimum grade of "C."

IST 203 ADVANCED CISCO ROUTER CONFIGURATION (3-0-3.0)

This course is a study of configuring Cisco routers.

Prerequisite(s): IST 202 with a minimum grade of "C."

IST 204 CISCO TROUBLESHOOTING (3-0-3.0)

This course is a study of troubleshooting network problems.

Prerequisite(s): IST 203 with a minimum grade of "C."

IST 220 DATA COMMUNICATIONS (3-0-3.0)

This course is a study of the fundamentals of data communications, basic signaling, networking and various transmission media are covered.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

IST 222 INTRODUCTION TO WEB PAGE PRODUCTION (3-0-3.0)

This course is designed to develop skills in using common office and web development software to produce webpage content.

Prerequisite(s): CPT 114 with a minimum grade of "C."

IST 238 ADVANCED TOOLS FOR WEBSITE DESIGN (3-0-3.0)

This course is a study of an advanced (fourth generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management.

Corequisite(s) or Prerequisite(s): CPT 114 with a minimum grade of "C."

IST 261 ADVANCED NETWORK ADMINISTRATION (3-0-3.0)

This course is an advanced study of the networking operating system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management and security, NDS management, and server optimization.

Prerequisite(s): CPT 176, CPT 285 and IST 220 with a minimum grade of "C."

IST 290 SPECIAL TOPICS IN INFORMATION SCIENCES (3-0-3.0)

This course covers special topics in information sciences technologies.

Prerequisite(s): IST 204 with a minimum grade of "C."

IST 293 IT AND DATA ASSURANCE I (3-0-3.0)

This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security.

Prerequisite(s): CPT 114 and IST 220 with a minimum grade of "C."

ITP 101 INTRODUCTION TO INTERPRETING (3-0-3.0)

This course introduces the profession of interpreting, the role and function of an interpreter, the national Registry of Interpreters for the Deaf Code of Ethics and professionalism. This course also introduces the basic theories, principles and practices of interpreting, physical factors, techniques, compensation and certification process.

Prerequisite(s): ENG 100

ITP 104 INTERPRETING IN EDUCATIONAL SETTINGS (3-0-3.0)

The course will reinforce basic theories and techniques as related to mainstream educational settings K-12 and post-secondary.

Prerequisite(s): ENG 032*, RDG 032*

ITP 106 LINGUISTICS OF AMERICAN SIGN LANGUAGE (3-0-3.0)

This course consists of a study of the structure, grammar, and syntax of American Sign Language.

Prerequisite(s): ASL 102 or equivalent

ITP 110 DISCOURSE ANALYSIS (3-0-3.0)

This course provides an introduction to discourse analysis of both ASL and English. Students will study general discourse issues as well as topics specific to ASL and spoken English. This course also outlines implications for accurate interpretation in analyzing the source and target languages.

Prerequisite(s): ASL 202 or approval of the Interpreter Training Program coordinator.

ITP 112 TRANSLATION (3-0-3.0)

This course is an introduction to the study of meaning-based translation between ASL and English texts. Provides an extensive discussion of problems encountered in the translation process between the two languages.

ITP 201 DEAF HISTORY AND CULTURE (3-0-3.0)

This course studies the history and culture of Deaf people-exploring language, education, and community and attitudinal changes toward Deaf people as a minority.

Prerequisite(s): ENG 032*, RDG 032*

ITP 204 ENGLISH TO ASL INTERPRETING I (2-3-3.0)

This course introduces the concept of interpreting. It establishes principles of transferring information from one language to another. Students will begin to apply these principles by interpreting in consecutive mode.

Prerequisite(s): ITP 110 or approval of the Interpreter Training Program coordinator.

ITP 205 ENGLISH TO ASL INTERPRETING II (2-3-3.0)

This course provides advanced studies in interpreting between spoken English and American Sign Language. It focuses on enhancing processing skills. Students will use consecutive and simultaneous forms of interpreting.

Prerequisite: ITP 204.

ITP 206 ASL TO ENGLISH INTERPRETING I (2-3-3.0)

This course teaches the student to take the source signed message in ASL or contact varieties to the target language of spoken English. It features both instruction and practical application in simulated situations. Students will develop their use of register, word choice and intonation.

Prerequisite(s): SPC 205, ITP 110 or approval of the Interpreter Training Program coordinator.

ITP 207 ASL TO ENGLISH INTERPRETING II (2-3-3.0)

This course offers advanced studies in sign to voice interpreting. It features both consecutive and simultaneous interpreting methods. Students will continue developing their use of register, word choice and intonation while focusing on accurate interpretation of source language intent.

Prerequisite(s): ITP 206

ITP 212 INTERPRETING IN SPECIAL SETTINGS (3-0-3.0)

This course will cover basic theories for community interpreting in specialized settings and adapt the techniques used to individual consumer needs.

Prerequisite(s): ITP 110

ITP 214 BUSINESS PRACTICES FOR INTERPRETING (3-0-3.0)

This course will explore various aspects of being a working community interpreter such as working with interpreting services, pricing and costs, community agencies, tax advantages and planning, protecting oneself physically, current practices of interpreting services, and how they impact the independent contractor.

Prerequisite(s): ITP 110

ITP 230 FIELD EXPERIENCE (0-3-1.0)

This course provides practical experience through observation of professional interpreters, attendance at professional workshops and social/cultural events for and with deaf people, and weekly recitations with instructor. Students will keep an observation journal.

Prerequisite(s): ITP 101, ITP 104, ITP 212

Corequisite(s): ITP 202 or ITP 204 or ITP 206

ITP 240 INTERPRETING INTERNSHIP (1-6-3.0)

This course allows students to gain practical experience assuming the role of a professional interpreter in a structured setting with on-going feedback from a professional interpreter.

Prerequisite(s): Permission of Interpreter Training Program coordinator (This course is taken during the student's last semester with the approval of the Interpreter Training Program coordinator.)

MAT 031 DEVELOPMENTAL MATHEMATICS BASICS (3-0-3.0)

Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals and percents. Application skills are stressed.

Corequisite(s): MAT 032

MAT 032 DEVELOPMENTAL MATHEMATICS (3-0-3.0)

Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.

Corequisite(s): MAT 031 (unless prior credit awarded)

MAT 101 BEGINNING ALGEBRA (3-0-3.0)

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials and factoring.

Prerequisite(s): MAT 032*, RDG 032*

MAT 102 INTERMEDIATE ALGEBRA (3-0-3.0)

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

Prerequisite(s): ENG 032*, RDG 100*, MAT 101* or MAT 152* with a minimum grade of "C."

MAT 109 COLLEGE ALGEBRA WITH MODELING (3-0-3.0)

This course is an approach to algebra that incorporates mathematical modeling of real data and business applications. Emphasis on linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions. includes inequalities and matrices. (Recommended for non-math, non-science and non-computer science transfer students.)

Prerequisite(s): MAT 102* or MAT 153* with a minimum grade of "C."

****MAT 110 COLLEGE ALGEBRA (3-0-3.0)**

This course includes the following topics: polynomial, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.

Prerequisite(s): MAT 102* or MAT 153* with a minimum grade of "C."

****MAT 111 COLLEGE TRIGONOMETRY (3-0-3.0)**

This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's's theorem; vectors; conic sections; sequences; and series.

Prerequisite(s): MAT 110* with a minimum grade of "C."

****MAT 120 PROBABILITY AND STATISTICS (3-0-3.0)**

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.

Prerequisite(s): MAT 102* or MAT 153* with a minimum grade of "C."

****MAT 130 ELEMENTARY CALCULUS (3-0-3.0)**

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes.

Prerequisite(s): MAT 109* or MAT 110* with a minimum grade of "C."

MAT 132 DISCRETE MATH (3-0-3.0)

This course includes the following topics: mathematical logic and proofs, set operations; relations and digraphs; functions; recurrence relations; and combinatorics.

Prerequisite(s): MAT 109 or MAT 110 with a minimum grade of "C."

****MAT 140 ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4.0)**

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

Prerequisite(s): MAT 111* with a minimum grade of "C."

****MAT 141 ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4.0)**

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.

Prerequisite(s): MAT 140 with a minimum grade of "C."

MAT 152 ELEMENTARY ALGEBRA (5-0-5.0)

This course includes the following topics: operations with signed numbers and algebraic expressions; solving linear equations; factoring; and an introduction to graphing. MAT 152 equates to MAT 101.

Prerequisite(s): MAT 032*, RDG 032*

MAT 153 ELEMENTARY ALGEBRA II (5-0-5.0)

This course includes the following topics and properties of numbers, fundamental operations with algebraic expressions; polynomials, systems of equations; ratio and proportion; factoring; functions, graphs; solutions of linear inequalities; and linear and quadratic equations. MAT 153 equates to MAT 102.

Prerequisite(s): ENG 032*, RDG 100*, MAT 101* or MAT 152* with a minimum grade of "C."

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3.0)

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

Prerequisite(s): MAT 032*, RDG 032*

MAT 160 MATH FOR BUSINESS AND FINANCE (3-0-3.0)

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

Prerequisite(s): MAT 032*, RDG 032*

MAT 168 GEOMETRY AND TRIGONOMETRY (3-0-3.0)

This course includes the following topics: points, lines, angles and angle measure; triangles; polygons; circles; geometric solids; trigonometric solution of triangles; graph of the sine function; and vectors.

Prerequisite(s): MAT 101* or MAT 152*

MAT 211 MATH FOR ELEMENTARY EDUCATION I (3-0-3.0)

This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.

Prerequisite(s): ENG 100*, RDG 100*, MAT 102* or MAT 153* with a minimum grade of "C."

MAT 212 MATH FOR ELEMENTARY EDUCATION II (3-0-3.0)

This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.

Prerequisite(s): ENG 100*, RDG 100*, MAT 102* or MAT 153* with a minimum grade of "C."

MAT 215 GEOMETRY (3-0-3.0)

This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)

Prerequisite(s): ENG 100*, RDG 100*, MAT 102* or MAT 153* with a minimum grade of "C."

MAT 220 ADVANCED STATISTICS (3-0-3.0)

This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics.

Prerequisite: MAT 120 with a minimum grade of "C."

****MAT 240 ANALYTIC GEOMETRY AND CALCULUS III (4-0-4.0)**

This course includes the following topics: multivariable calculus including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; Stokes' and Green's theorems.

Prerequisite: MAT 141 with a minimum grade of "C."

****MAT 242 DIFFERENTIAL EQUATIONS (3-0-3.0)**

This course includes the following topics: solutions of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods

Prerequisite: MAT 141 with a minimum grade of "C."

MED 103 MEDICAL ASSISTING INTRODUCTION (1-6-3.0)

This course provides an introduction to the profession of medical assisting, including qualifications, duties and the role of the medical assistant.

Prerequisite(s): Admission into the Medical Assisting Program.

MED 104 MEDICAL ASSISTING ADMINISTRATIVE PROCEDURES (4-0-4.0)

This course provides a study of receptionist duties, patient record management, insurance claims processing, ICD-9-CM, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

Prerequisite(s): ENG 165, AOT 141 with a minimum grade of "C."

MED 105 MEDICAL ASSISTING OFFICE SKILLS I (3-6-5.0)

This course provides a study of receptionist duties, records maintenance, insurance form processing and office machine use.

Prerequisite(s): Admission into the Medical Assisting Program.

MED 111 MEDICAL ASSISTING ADMINISTRATION (1-6-3.0)

This course provides a study of medical insurance, coding and transcription of medical reports.

Prerequisite(s): Successful completion of prior program requirements.

MED 114 MEDICAL ASSISTING CLINICAL PROCEDURES (2-6-4.0)

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Prerequisite(s): Successful completion of prior program requirements.

MED 115 MEDICAL OFFICE LAB PROCEDURES I (3-3-4.0)

This course provides a study of laboratory techniques commonly used in physician's offices and other facilities.

Prerequisite(s): Admission into the Medical Assisting Program.

MED 118 PHARMACOLOGY FOR THE MEDICAL ASSISTANT (3-3-4.0)

This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.

Prerequisite(s): Successful completion of prior program requirements.

MED 125 MEDICAL ASSISTING ADVANCED LABORATORY PROCEDURES (1-3-2.0)

This course provides a continuation of the study of laboratory techniques commonly used in the medical office.

Prerequisite(s): Successful completion of prior program requirements.

MED 134 MEDICAL ASSISTING FINANCIAL MANAGEMENT (1-3-2)

This course is the study of the daily financial practices, insurance coding, billing and collections, and accounting practices in the medical office environment.

Prerequisite(s): Successful completion of prior program requirements.

MED 156 CLINICAL EXPERIENCE I (1-15-6)

This course provides direct experience in a physician's office or other selected medical facilities.

Prerequisite(s): Successful completion of prior program requirements.

MGT 101 PRINCIPLES OF MANAGEMENT (3-0-3.0)

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Emphasis is placed on supervisory principles and techniques required to effectively manage human resources in an organization.

Prerequisite(s): ENG 032*, RDG 032* with a minimum grade of "C."

MGT 110 OFFICE MANAGEMENT (3-0-3.0)

This course is a study of various approaches to office organization and management, personnel selection and training and ergonomics in the modern office. Additional topics will include leadership, decision making and motivation skills as well as work force diversification issues.

Prerequisite(s): RDG 100*

Corequisite(s) or Prerequisite(s): ENG 165, CPT 101 with a minimum grade of "C."

MGT 120 SMALL BUSINESS MANAGEMENT (3-0-3.0)

This course is a study of small business management and organization, forms of ownership and the process of starting a new business.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032* with a minimum grade of "C."

MGT 201 HUMAN RESOURCE MANAGEMENT (3-0-3.0)

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis, recruitment, selection and assessment of personnel; and wage, salary and benefit administration. Labor union relations will also be covered.

Prerequisite(s): MAT 032*, MGT 101 with a minimum grade of "C."

MGT 235 PRODUCTION MANAGEMENT (3-0-3.0)

This course is a study of production management techniques used in a manufacturing environment. Major topics include forecasting, scheduling, inventory, work flow management and quality control.

Prerequisite(s): MAT 102, MGT 101 with a minimum grade of "C."

MKT 101 MARKETING (3-0-3.0)

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution. Other topics will include consumer psychology, research and information systems, advertising and legislative considerations.

Prerequisite(s): ENG 032*, RDG 032* with a minimum grade of "C."

MKT 110 RETAILING (3-0-3.0)

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. Demographics as it relates to retailing is also discussed.

Prerequisite(s): MAT 032*, ENG 032*, RDG 032* with a minimum grade of "C"

MKT 120 SALES PRINCIPLES (3-0-3.0)

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

Prerequisite(s): MAT 032*, ENG 032*, RDG 032* with a minimum grade of "C."

MKT 135 CUSTOMER SERVICE TECHNIQUES (3-0-3.0)

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

Prerequisite(s): MAT 032*, ENG 032*, RDG 032* with a minimum grade of "C."

MKT 221 SALES STRATEGIES (3-0-3.0)

This course is a study of the organization and function of sales management with emphasis on sales forecasting and the hiring and training of sales personnel.

Prerequisite(s): ENG 032*, RDG 032* with a minimum grade of "C."

MKT 245 PROMOTIONAL STRATEGIES (3-0-3.0)

This course is a study of promotion activities focusing on coordinating an effective marketing campaign for a product or business with promotion strategies planned and used to influence consumers, trade intermediaries and sales forces.

Prerequisite(s): MKT 101 with a minimum grade of "C."

MKT 260 MARKETING MANAGEMENT (3-0-3.0)

This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the market place.

Prerequisite(s): MGT 101, MKT 101 with a minimum grade of "C."

MLT 101 INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY (1-3-2.0)

This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety and an overview of each area within the laboratory.

Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 105 MEDICAL MICROBIOLOGY (3-3-4.0)

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 108 URINALYSIS AND BODY FLUIDS (2-3-3.0)

This course introduces the routine analysis and clinical significance of urine and other body fluids.

Prerequisite(s): Successful completion of prior program requirements.

MLT 110 HEMATOLOGY (3-3-4.0)

This course provides a study of the basic principles of hematology, including hemoglobins, hematocrit, white and red cell counts, and identification of blood cells.

Prerequisite(s): Successful completion of prior program requirements.

MLT 115 IMMUNOLOGY (2-3-3.0)

This course provides a study of the immune system, disease states and the basic principles of immunological testing.

Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 120 IMMUNOHEMATOLOGY (3-3-4.0)

This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems, compatibility testing, and HDN.

Prerequisite(s): Successful completion of prior program requirements.

MLT 130 CLINICAL CHEMISTRY (3-3-4.0)

This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.

Prerequisite(s): Successful completion of prior program requirements.

MLT 205 ADVANCED MICROBIOLOGY (3-3-4.0)

This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.

Prerequisite(s): Successful completion of prior program requirements.

MLT 210 ADVANCED HEMATOLOGY (3-3-4.0)

This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

Prerequisite(s): Successful completion of prior program requirements.

MLT 219 CLINICAL INSTRUMENTATION (2-3-3.0)

This course focuses on advanced theory, principles, and instrument techniques used in clinical chemistry.

Prerequisite(s): Successful completion of prior program requirements.

MLT 241 MEDICAL LAB TRANSITION (3-0-3.0)

This course correlates laboratory procedures and concepts with emphasis on higher level cognitive applications.

Prerequisite(s): Successful completion of prior program requirements.

MLT 251 CLINICAL EXPERIENCE I (0-15-5.0)

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): Successful completion of prior program requirements.

MLT 252 CLINICAL EXPERIENCE II (0-15-5.0)

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): Successful completion of prior program requirements.

MLT 270 CLINICAL APPLICATION (3-27-12.0)

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): Successful completion of prior program requirements.

MMT 101 INTRODUCTION TO MATERIALS MANAGEMENT (3-0-3.0)

This course is a study of the materials management function, including purchasing. Topics address terminology relationships of various disciplines of the materials management and the business environments where materials management is applicable.

Prerequisite(s): ENG 032*, RDG 032*

MTH 105 INTRODUCTION TO KINESIOLOGY (3-0-3.0)

This course introduces a musculoskeletal and neurological anatomy and concepts of kinesiology needed in physical therapy.

Prerequisite(s): Successful completion of prior program requirements.

MTH 120 INTRODUCTION TO MASSAGE (3-3-4.0)

**See Prerequisites, p. 262 / **See Technical College Courses Transferable to Senior Institutions, p. 30*

A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.

Prerequisite(s): Admission into program.

MTH 121 PRINCIPLES OF MASSAGE I (3-3-4.0)

An in-depth study of Swedish massage techniques and application to complete body massage.

Prerequisite(s): Admission into program.

MTH 122 PRINCIPLES OF MASSAGE II (3-3-4.0)

Introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments and other structures.

Prerequisite(s): Successful completion of prior program requirements.

MTH 123 MASSAGE CLINICAL I (1-6-3.0)

Students actively participate in a clinical massage setting experiencing all aspects of delivering therapeutic massage.

Prerequisite(s): Successful completion of prior program requirements.

MTH 124 MASSAGE BUSINESS APPLICATION (3-0-3.0)

Addresses the basic skills necessary including writing resumes, marketing, bookkeeping, taxes and record keeping.

Prerequisite(s): Successful completion of prior program requirements.

MTH 125 MASSAGE EXTERNSHIP (1-9-4.0)

Students are placed in local professional therapeutic massage setting to apply advanced massage therapy skills and observe facility business operations under the close supervision of licensed massage therapists.

Prerequisite(s): Successful completion of prior program requirements.

MTH 126 PATHOLOGY FOR MASSAGE THERAPY (2-0-2.0)

This course covers basic pathology for the massage therapy student. This course includes signs and symptoms of diseases with emphasis on recognition and identification as prescribed in massage therapy.

Prerequisite(s): Successful completion of prior program requirements.

MTT 101 INTRODUCTION TO MACHINE TOOL (0-6-2.0) Elective

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses.

MTT 111 MACHINE TOOL THEORY AND PRACTICE I (2-9-5.0)

This course is an introduction to the basic operation of machine shop equipment.

Corequisite(s): EGT 104

MTT 112 MACHINE TOOL THEORY AND PRACTICE II (2-9-5.0)

This course is a combination of the basic theory and operation of machine shop equipment.

Corequisite(s): EGT 108

Prerequisite(s): MTT 111

MTT 113 MACHINE TOOL THEORY AND PRACTICE III (2-9-5.0)

This advanced course is a combination of theory and practice to produce complex metal parts. This course will include advanced machining and grinding procedures required to complete all machining applications.

Prerequisite(s): MTT 112

MTT 143 PRECISION MEASUREMENTS (2-0-2.0) ELECTIVE

This course is a study of precision measuring instruments.

MTT 241 JIGS AND FIXTURES I (2-0-2.0)

This course includes the theory necessary to design working prints of simple jigs and fixtures.

Prerequisite(s): EGT 108, MTT 113

MTT 243 ADVANCED DIMENSIONAL METROLOGY FOR MACHINISTS (3-0-3.0) ELECTIVE

**See Prerequisites, p. 262 / **See Technical College Courses Transferable to Senior Institutions, p. 30*

This course is a study of higher levels of measurement, measuring instruments, and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning/tolerancing, sine bars/plates for compound angles and more.

MTT 249 INTRODUCTION TO CAM (3-0-3.0)

This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software.

Prerequisite(s): EGT 152, MAT 168*, MTT 113, MTT 253

MTT 250 PRINCIPLES OF CNC (3-0-3.0)

This course is an introduction to the coding used in CNC programming.

Prerequisite(s): EGT 152, MAT 168*, MTT 113

MTT 253 CNC PROGRAMMING AND OPERATIONS (0-9-3.0)

This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.

Prerequisite(s): MTT 250 with a minimum grade of "C."

MTT 254 CNC PROGRAMMING I (0-9-3.0)

This course is a study of CNC programming, including machine language and computer assisted programming.

Prerequisite(s): MTT 253 with a minimum grade of "C."

MTT 270 OPERATIONS AND PROGRAMMING OF COORDINATE MEASURING MACHINES (3-0-3.0)

This course is a study of the operation, application and programming of coordinate measuring machines (CMM).

Prerequisite(s): EGT 108, EGT 152, MAT 101*, MTT 112

MTT 275 INTRODUCTION TO NIMS CREDENTIALING (1-9-4.0)

This capstone course will acquaint students with the National Institute for Metalworking Skills (NIMS) credentialing process and will prepare students for the national credentialing examinations.

Prerequisite(s): EGT 152, MAT 168*, MTT 113, MTT 254

MTT 285 NIMS LEVEL I CAPSTONE (1-9-4.0)

This capstone course will provide practice and performance necessary to complete all Level I projects outlined by the National Institute for Metalworking Skills (NIMS). This course will include projects and written examinations required by NIMS.

Prerequisite(s): MTT 275

MTT 290 SELECTED TOPICS IN MACHINE TOOL TECHNOLOGY (3-0-3.0) Elective

This course is a study of current topics related to machine tool technology.

****MUS 105 MUSIC APPRECIATION (3-0-3.0)**

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.

Prerequisite(s): ENG 100*, RDG 100*

NUR 106 PHARMACOLOGIC BASICS IN NURSING PRACTICE (1-3-2)

This introductory course outlines the basic concepts of pharmacetics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.

Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 107 NUTRITION AND DIET THERAPY (0-3-1.0)

This course is a study of the basic concepts of nutrition and diet therapy.

Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 120 BASIC NURSING CONCEPTS (3-12-7.0)

**See Prerequisites, p. 262 / **See Technical College Courses Transferable to Senior Institutions, p. 30*

This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems.

Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 163 NURSING ACROSS LIFE SPAN I (1-3-2.0)

This course is an overview of concepts related to nursing care of clients across the life span; communication, basic mental health, growth and development, and gerontology are included in the course.

Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 165 NURSING CONCEPTS AND CLINICAL PRACTICE I (3-9-6.0)

This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 214 MENTAL HEALTH NURSING (2-6-4.0)

This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme.

Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 230 PHYSICAL ASSESSMENT (2-3-3.0)

This course facilitates the development of competence to perform a physical assessment.

Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 263 NURSING ACROSS LIFE SPAN II (2-6-4.0)

This course is a study of basic concepts utilizing the nursing process and critical thinking skills in the care of women, child-bearing families, children and adolescents with acute and chronic health problems. The course includes the study of complex aspects of care, growth and development.

Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 264 NURSING ACROSS LIFE SPAN III (2-6-4.0)

This course is a study of the advanced concepts utilizing the nursing process and critical thinking skills in the care of high-risk women, child-bearing families, children and adolescents with acute and chronic health problems. This course includes the study of complex aspects of care, growth and development.

Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 265 NURSING CONCEPTS AND CLINICAL PRACTICE II (3-9-6.0)

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 270 PRINCIPLES OF MANAGEMENT AND LEADERSHIP (0-3-1.0)

The course focuses on concepts and competencies related to role development, leadership, and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.

Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

****PHI 101 INTRODUCTION TO PHILOSOPHY (3-0-3.0)**

This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics-and the contemporary questions related to these fields.

Prerequisite(s): ENG 100*, RDG 100*

****PHI 110 ETHICS (3-0-3.0)**

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

Prerequisite(s): ENG 100*, RDG 100*

PHM 101 INTRODUCTION TO PHARMACY (1-6-3.0)

This course provides a study of and introduction to pharmacy and the role in providing patient cares services.

Prerequisite(s): Admission into the Pharmacy Technician Program.

PHM 110 PHARMACY PRACTICE (2-6-4)

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.

Prerequisite(s): Admission into the Pharmacy Technician Program.

PHM 112 PHARMACY MATH (2-0-2.0)

This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.

Prerequisite(s): Admission into the Pharmacy Technician Program.

PHM 113 PHARMACY TECHNICIAN MATH (3-0-3.0)

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

Prerequisite(s): Admission into the Pharmacy Technician Program.

PHM 114 THERAPEUTIC AGENTS I (3-0-3.0)

This course provides an introductory study of therapeutic drug categories.

Prerequisite(s): Admission into program.

PHM 124 THERAPEUTIC AGENTS II (3-0-3.0)

This course includes a study of therapeutic drug categories.

Prerequisite(s): Successful completion of prior program requirements.

PHM 164 PHARMACY TECHNICIAN PRACTICUM II (0-12-4)

This course provides practical application of pharmacy skills in pharmacy environments.

Prerequisite(s): Successful completion of prior program requirements.

PHM 173 PHARMACY TECHNICIAN PRACTICUM III (0-9-3)

This course includes practical experience in a working pharmacy environment.

Prerequisite(s): Successful completion of prior program requirements.

PHS 101 PHYSICAL SCIENCE I (3-3-4.0)

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics. This course will focus on the following topics: matter, motion, energy, work, power and introduction to chemistry. The following topics will be covered to a lesser degree: machines, electricity, fluid mechanics, heat transfer, thermal expansion, heat and phase change, thermodynamics, and the generation and application of various energy sources.

Prerequisite(s): MAT 102* with a minimum grade of "C."

PHS 102 PHYSICAL SCIENCE II (3-3-4.0)

This is a continuation of the introduction to physical science with an emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. This course will involve in depth coverage of the following topics: machines, materials, electricity, chemistry, temperature, fluid mechanics, heat transfer, thermal expansion, heat and phase change, and thermodynamics. The generation and application of the following energy sources will be examined: geothermal, solar, wind, fission, and fusion. There will also be a brief consideration of our solar system, formation and classification of stars, and the universe in general

Prerequisite(s): PHS 101 with a minimum grade of "C."

Corequisite(s): MAT 110

****PHY 201 PHYSICS I (3-3-4.0)**

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisite(s): MAT 111 or MAT 175 with a minimum grade of "C."

****PHY 202 PHYSICS II (3-3-4.0)**

**See Prerequisites, p. 262 / **See Technical College Courses Transferable to Senior Institutions, p. 30*

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisite(s): PHY 201 with a minimum grade of "C."

****PHY 221 UNIVERSITY PHYSICS I (3-3-4.0)**

This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion.

Prerequisite(s): MAT 140 or MAT 177 with a minimum grade of "C."

****PHY 222 UNIVERSITY PHYSICS II (3-3-4.0)**

This college transfer course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena.

Prerequisite(s): PHY 221 with a minimum grade of "C."

****PSC 201 AMERICAN GOVERNMENT (3-0-3.0)**

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties and the role of the electorate.

Prerequisite(s): ENG 032*, RDG 032*

****PSC 215 STATE AND LOCAL GOVERNMENT (3-0-3.0)**

This course is a study of state, country, and municipal government systems, including interrelationships between these systems and within the federal government.

Prerequisite(s): ENG 100*, RDG 100*

PSC 220 Introduction to International Relations (3-0-3.0)

This course introduces the major forces and factors influencing world affairs with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.

Prerequisite(s): ENG 100, RDG 100

PSY 103 HUMAN RELATIONS (3-0-3.0)

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life. The course is a study of the technical and the administrative systems including organization design, technology, job redesign and enrichment, leadership and appraising performance. Other topics deal with work problems and behavioral effectiveness, including communicating, managing change and using organizational development interventions. Classes stimulate students to think practically and to resolve human relations problems.

Prerequisite(s): ENG 032*, RDG 032*

PSY 115 INDUSTRIAL PSYCHOLOGY (3-0-3.0)

This course is the study of the application of the methods, facts and principles of the science of human behavior to people in the work place.

Prerequisite(s): ENG 032*, RDG 032*

****PSY 201 GENERAL PSYCHOLOGY (3-0-3.0)**

This course includes the following topics and concepts in the science of behavior: scientific method, biological basis for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques and social psychology.

Prerequisite(s): ENG 100*, MAT 032*, RDG 032*

****PSY 203 HUMAN GROWTH AND DEVELOPMENT (3-0-3.0)**

This course is a study of the physical, cognitive and social factors affecting human growth, development, and potential.

Prerequisite(s): PSY 201

****PSY 212 ABNORMAL PSYCHOLOGY (3-0-3.0)**

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

Prerequisite(s): PSY 201

PSY 214 PSYCHOLOGY OF THE EXCEPTIONAL CHILD (3-0-3.0)

This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted.

Prerequisite(s): PSY 201

RAD 105 RADIOGRAPHIC ANATOMY (4-0-4.0)

This course includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.

Prerequisite(s): Admission into the Radiologic Technology Program.

Corequisite(s): RAD 130

RAD 110 RADIOGRAPHIC IMAGING I (2-3-3.0)

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

Prerequisite(s): Admission into the Radiologic Technology Program

RAD 115 RADIOGRAPHIC IMAGING II (2-3-3.0)

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RAD 121 RADIOGRAPHIC PHYSICS (3-3-4.0)

This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of X-ray equipment.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RAD 130 RADIOGRAPHIC PROCEDURES I (2-3-3.0)

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities are included.

Prerequisite(s): Admission into the Radiologic Technology Program

Corequisite(s): RAD 105

RAD 136 RADIOGRAPHIC PROCEDURES II (2-3-3.0)

This course is a study of radiographic procedures for visualization of the structures of the body.

Prerequisite(s): AHS 110, RAD 105, RAD 130

RAD 165 APPLIED RADIOGRAPHY II (0-15-5.0)

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

Prerequisite(s): Admission into the Radiologic Technology Program.

RAD 176 APPLIED RADIOGRAPHY III (0-18-6.0)

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RAD 201 RADIATION BIOLOGY (1-3-2)

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RAD 205 RADIOGRAPHIC PATHOLOGY (2-0-2)

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RAD 225 Selected Radiographic Topics (0-6-2.0)

This course is a study of selected areas related to radiography.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RAD 230 RADIOGRAPHIC PROCEDURES III (2-3-3.0)

This course is a study of special radiographic procedures.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RAD 256 Advanced Radiography I (0-18-6.0)

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RAD 268 ADVANCED RADIOGRAPHY II (0-24-8.0)

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RAD 278 ADVANCED RADIOGRAPHY III (0-24-8.0)

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RAD 282 IMAGING PRACTICUM (1-3-2.0)

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RAD 283 IMAGING PRACTICUM (1-6-3.0)

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

Prerequisite(s): All previously taken AHS and RAD courses with a grade of "C" or better.

RDG 032 DEVELOPMENTAL READING (3-0-3.0)

This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

RDG 100 CRITICAL READING (3-0-3.0)

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. A grade of "C" is required in order to receive credit in this course. (Non-Degree)

Prerequisite(s): RDG 032*

REL 101 INTRODUCTION TO RELIGION (3-0-3.0)

This course provides a study of religion and the nature of religious belief and practice.

Prerequisite(s): ENG 100*, RDG 100*

REL 104 EARLY CHRISTIAN HISTORY AND LITERATURE (3-0-3.0)

This course provides a study of the Biblical New Testament and other early Christian writings, emphasizing the historical and cultural contexts in which they were produced.

Prerequisite(s): ENG 100*, RDG 100*

REL 105 EARLY JEWISH HISTORY AND LITERATURE (3.0.3.0)

This course provides a study of the Tanakh, The Talmud, and other early Jewish works, emphasizing the historical and cultural contexts in which they were created.

Prerequisite(s): ENG 100*, RDG 100*

REL 201 RELIGIONS OF THE WORLD (3-0-3.0)

This course surveys the major religious traditions of the world.

Prerequisite(s): ENG 100*, RDG 100*

RES 111 PATHOPHYSIOLOGY (1-3-2.0)

This course is a study of the general principles and analyses of normal and diseased states.

Prerequisite(s): Successful completion of prior program requirements.

RES 121 RESPIRATORY SKILLS I (3-3-4.0)

This course includes a study of basic respiratory therapy procedures and their administration.

Prerequisite(s): Admission into the Respiratory Care Program.

RES 123 CARDIOPULMONARY PHYSIOLOGY (3-0-3.0)

This course covers cardiopulmonary physiology and related systems.

Prerequisite(s): Successful completion of prior program requirements.

RES 131 RESPIRATORY SKILLS II (3-3-4.0)

This course is a study of selected respiratory care procedures and applications.

Prerequisite(s): Successful completion of prior program requirements.

RES 141 RESPIRATORY SKILLS III (2-3-3.0)

This course covers mechanical ventilation systems, pediatrics and associated monitors.

Prerequisite(s): Successful completion of prior program requirements.

RES 151 CLINICAL APPLICATIONS I (0-15-5.0)

This course covers the fundamental respiratory care procedures in the hospital setting.

Prerequisite(s): Successful completion of prior program requirements.

RES 152 CLINICAL APPLICATIONS II (0-9-3.0)

This course includes practice of respiratory care procedures in the hospital setting.

Prerequisite(s): Successful completion of prior program requirements.

RES 204 NEONATAL/PEDIATRIC CARE (3-0-3.0)

This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

Prerequisite(s): Successful completion of prior program requirements.

RES 232 RESPIRATORY THERAPEUTICS (1-3-2.0)

This course is a study of specialty areas in respiratory care, including rehabilitation.

Prerequisite(s): Successful completion of prior program requirements.

RES 241 RESPIRATORY CARE TRANSITION (1-0-1.0)

This course provides a comprehensive review of respiratory care.

Prerequisite(s): Successful completion of prior program requirements.

RES 242 ADVANCED RESPIRATORY CARE TRANSITION (1-0-1.0)

This course provides a comprehensive review of advanced respiratory care.

Prerequisite(s): Successful completion of prior program requirements.

RES 244 ADVANCED RESPIRATORY SKILLS I (3-3-4.0)

This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.

Prerequisite(s): Successful completion of prior program requirements.

RES 245 ADVANCED RESPIRATORY SKILLS II (1-3-2.0)

**See Prerequisites, p. 262 / **See Technical College Courses Transferable to Senior Institutions, p. 30*

This course includes an in-depth study of pulmonary function and other considerations for pulmonary patients.

Prerequisite(s): Successful completion of prior program requirements.

RES 246 RESPIRATORY PHARMACOLOGY (2-0-2.0)

This course includes a study of pharmacologic agents used in cardiopulmonary care.

Prerequisite(s): Successful completion of prior program requirements.

RES 247 ADVANCED RESPIRATORY PHARMACOLOGY (2-0-2.0)

This course covers the indications, side effects, and hazards of pharmacologic agents used in the intensive care unit. Emphasis is on agents commonly administered by the respiratory care practitioner.

Prerequisite(s): Successful completion of prior program requirements.

RES 255 CLINICAL PRACTICE (0-15-5.0)

This course includes clinical training with emphasis on intensive care.

Prerequisite(s): Successful completion of prior program requirements.

RES 275 ADVANCED CLINICAL PRACTICE (0-15-5.0)

This course includes clinical practice in advanced care procedures.

Prerequisite(s): Successful completion of prior program requirements.

RES 277 ADVANCED CLINICAL PRACTICE II (0-15-5.0)

This course is the study of the clinical practice of advanced patient care procedures.

Prerequisite(s): Successful completion of prior program requirements.

RPT 101 INTRODUCTION TO RADIATION PROTECTION (1-0-1.0)

This course provides a study of the radiation protection profession to include career paths, opportunities and challenges, roles and responsibilities of a radiation protection technician, and the culture of the nuclear industry.

Prerequisite(s): None

RPT 201 POWER PLANT FUNDAMENTALS (4-0-4.0)

This course provides an introduction to the fundamental operation of a nuclear power plant and addresses administrative guidelines that govern plant operations.

Prerequisite(s): RPT 101, CHM 105 or CHM 111, CPT 174, ENG 260, SPC 209, PHS 102 or PHY 202 OR PHY 222, PHY 202 OR PHY 222 with a minimum grade of "C" in all classes

RPT 202 FUNDAMENTAL PLANT SYSTEMS (1-0-1.0)

This course is the study of the purpose and function of the primary and secondary systems and components in nuclear power plants.

Prerequisite(s): RPT 201 with a minimum grade of "B."

RPT 203 GENERAL EMPLOYEE TRAINING (3-0-3.0)

This course includes basic requirements in nuclear, industrial, and radiological safety needed for gaining unescorted access to a nuclear facility.

Prerequisite(s): RPT 202 with a minimum grade of "B".

RPT 204 HUMAN RESOURCES AND ERROR REDUCTION (1-0-1.0)

This course provides an orientation of employer specific programs and processes and an overview of the skills necessary for preventing human error in the nuclear environment.

Prerequisite(s): None

RPT 205 RADIATION DETECTION AND STANDARDS (2-0-2.0)

This course is the study of the instrumentation and principles used to detect radiation, the source of radiation in the plant, and the applicability of designated standards and guidelines to the job of the radiation protection technician.

Prerequisite(s): RPT 203 with a minimum grade of "B".

RPT 206 RADIATION MONITORING AND EXPOSURE CONTROL (4-0-4.0)

This course is the study of equipment used to monitor personal exposure to ionizing radiation and methods used to minimize the amount of exposure received during the operation and maintenance of the plant.

Prerequisite(s): RPT 205 with a minimum grade of "B".

RPT 207 CONTAMINATION CONTROL & INCIDENT PREVENTION (3-0-3.0)

This course is the study of methods used to control radioactive contamination on surfaces, liquid and gaseous effluents. Radiological events from operating experiences in the United States and other countries are also discussed.

Prerequisite(s): RPT 206 with a minimum grade of "B".

RPT 208 RADIATION PROTECTION INTERNSHIP I (1-0-1.0)

This course provides an employer specific in-plant orientation and a list of expectations for completing the first internship at a nuclear power station. The intern evaluation form and task checklist will be discussed in terms of assisting in the performance of radiation protection activities.

Prerequisite(s): RPT 207 with a minimum grade of "B".

RPT 210 SCWE IN RADIATION PROTECTION INTERNSHIP I (0-16-4.0)

This practical experience provides introductory "hands on" applications for performing basic radiation protection surveillance and control activities. During this internship the student will assist senior qualified technicians in the performance of these duties. Direct oversight is required.

Prerequisite(s): RPT 208 with a minimum grade of "B".

RPT 211 RESEARCH IN RADIATION PROTECTION (1-0-1.0)

This course provides the student the skills required for researching significant issues in radiation protection.

Prerequisite(s): RPT 205 with a minimum grade of "B".

RPT 212 ON JOB TRAINING AND TASK PERFORMANCE EVALUATION PREPARATION (1-0-1.0)

This course covers nuclear industry process requirements for conducting on the job training (OJT) and task performance evaluations (TPE); it also orients the students to computer applications and knowledge elements for performing basic radiation protection tasks.

Prerequisite(s): RPT 210 with a minimum grade of "B".

RPT 213 OJT/TPE ON STANDARDIZED TASKS (6-0-6.0)

This course includes on the job training & task performance evaluations of these tasks: taking, counting, & recording surveys; use of Alpha and Beta Gamma Smear Counters; posting & RCZ construction; control & storage of radioactive materials; monitoring and coaching workers entering/exiting RCA/RCZ

Prerequisite(s): RPT 212 with a minimum grade of "B".

RPT 216 RADIATION PROTECTION INTERNSHIP II (1-0-1.0)

This course provides an employer specific in-plant orientation and a list of expectations for completing the second internship at a nuclear power station; the intern evaluation form and the intern task checklist will be discussed in terms of performing the tasks mastered in OJT/TPE.

Prerequisite(s): RPT 213 with a minimum grade of "B".

RPT 218 SCWE IN RADIATION PROTECTION INTERNSHIP II (0-16-4.0)

This practical experience provides hands on applications for performing basic radiation protection surveillance and control activities. During this internship the student will perform the tasks mastered in OJT/TPE courses. Direct oversight by plant line-management is required.

Prerequisite(s): RPT 216 with a minimum grade of "B".

SAC 101 BEST PRACTICES IN SCHOOL-AGE AND YOUTH CARE SKILLS (3-0-3.0)

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

Prerequisite(s): ECD 101

****SOC 101 INTRODUCTION TO SOCIOLOGY (3-0-3.0)**

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions.

Prerequisite(s): ENG 100, RDG 100

****SOC 205 SOCIAL PROBLEMS (3-0-3.0)**

This course is a survey of current social problems in America, stressing the importance of social change and conflicts and they influence perceptions, definitions, etiology, and possible solutions.

Prerequisite(s): SOC 101 with grade of "C" or better.

****SPA 101 ELEMENTARY SPANISH I (4-0-4.0)**

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic culture.

Prerequisite(s): ENG 100*, RDG 032*

****SPA 102 ELEMENTARY SPANISH II (4-0-4.0)**

This course continues development of the basic language skills and the study of the Hispanic culture.

Prerequisite(s): SPA 101

SPA 105 CONVERSATIONAL SPANISH (3-0-3.0)

This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications.

Prerequisite(s): ENG 100*, RDG 032*

****SPA 201 INTERMEDIATE SPANISH I (3-0-3.0)**

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

Prerequisite(s): SPA 102

****SPA 202 INTERMEDIATE SPANISH II (3-0-3.0)**

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.

Prerequisite(s): SPA 201

SPA 205 ADVANCED CONVERSATIONAL SPANISH (3-0-3.0)

In this course, an emphasis is placed on expanded vocabulary and grammar and on mastery of colloquialisms. Cultural aspects that affect intercultural communication are also studied. SPA 205 is conducted primarily in Spanish.

Prerequisite(s): SPA 102

SPA 206 ADVANCED SPANISH READING AND COMPOSITION (3.0-3.0)

This course offers practice in writing through reading Spanish poetry and prose. In addition to content development, punctuation, spelling, and accenting are studied. SPA 206 is conducted primarily in Spanish.

Prerequisite(s): SPA 102

SPA 213 HISPANIC/LATINO HISTORY AND CULTURE (3-0-3.0)

This course provides an overview of the history of Spanish-speaking countries from a cultural perspective. SPA 213, taught primarily in Spanish, reinforces oral and written Spanish skills.

Prerequisite(s): SPA 102

SPA 290 FIELD SPANISH (2-3-3.0)

This course combines a three-hour per week internship in business or a public or private agency that requires Spanish communication skills with two hours of intensive study of discipline-specific Spanish vocabulary.

Prerequisite(s): SPA 201 and permission

SPA 299 SPECIAL TOPICS IN SPANISH (3-0-3.0)

This course provides a flexible format through which students will increase their Spanish language skills and their understanding of Spanish-speaking cultures.

Prerequisite(s): SPA 102 or permission

****SPC 205 PUBLIC SPEAKING (3-0-3.0)**

**See Prerequisites, p. 262 / **See Technical College Courses Transferable to Senior Institutions, p. 30*

This course is an introduction to principles of public speaking with application of speaking skills.

Prerequisite(s): ENG 100*, RDG 100*

SPC 208 INTERCULTURAL COMMUNICATION (3-0-3.0)

This course is an introduction to the theory and practice of "difference-based" communication—the study of face-to-face communication where significant cultural differences exist in values, perception, and verbal and nonverbal behavior.

Prerequisite(s): ENG 100*, RDG 100*

SPC 209 INTERPERSONAL COMMUNICATION (3-0-3.0)

This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

Prerequisite(s): ENG 100*, RDG 100*

SPC 212 SURVEY OF MASS COMMUNICATION (3-0-3.0)

This course is a survey of the development of media and their influence upon society. Topics focus on newspapers, magazines, radio and television broadcasting, and film, and their impact on American culture. Students will critique mass media using modern methodology.

Prerequisite(s): ENG 100*, RDG 100*

SPC 225 INTRODUCTION TO COMMUNICATION THEORY (3-0-3.0)

This course is a survey of various communication theories, which considers principles, contexts, and development of human communication. Topics include discussion of interpersonal, relational, organizational, symbolic, rhetorical, media, gender, and intercultural communication theories.

Prerequisite(s): ENG 101

SPC 280 ORGANIZATIONAL COMMUNICATION (3-0-3.0)

This course focuses on communication dynamics within organizational settings. Topics include leadership, small group communication, ethics, and conflict resolution.

Prerequisite(s): ENG 100*, RDG 100*

SPC 285 ADVANCED PUBLIC SPEAKING (3-0-3.0)

This course continues the study of principles of public speaking with application of speaking skills. Emphasis will be placed on a deeper understanding of communication theory and on attainment of skills incorporating media in presentations.

Prerequisite(s): ENG 101, SPC 205

SPC 299 SPECIAL TOPICS IN COMMUNICATION (3-0-3.0)

This course provides a flexible format through which students may focus on specific communication issues such as conflict resolution, gender in communication, leadership, or telecommunication.

Prerequisite(s): ENG 101 or permission

SUR 101 INTRODUCTION TO SURGICAL TECHNOLOGY (4-3-5.0)

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

Prerequisite(s): Admission into the Surgical Technology Program.

SUR 102 APPLIED SURGICAL TECHNOLOGY (2-9-5.0)

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

Prerequisite(s): Admission into the Surgical Technology Program.

SUR 106 ADVANCED SURGICAL PROCEDURES (2-0-2.0)

This course is a study of advanced surgical procedures.

Prerequisite(s): Successful completion of prior program requirements.

SUR 107 SURGICAL SPECIALTY PROCEDURES (3-0-3.0)

This course is a study of the various surgical specialties.

**See Prerequisites, p. 262 / **See Technical College Courses Transferable to Senior Institutions, p. 30*

Prerequisite(s): Successful completion of prior program requirements.

SUR 108 SURGICAL ANATOMY I (2-3-3.0)

This course includes the study of the structures of the human body and the normal function of its generalized systems. Special emphasis is placed on surgical anatomy.

Prerequisite(s): Admission into the Surgical Technology Program.

SUR 109 SURGICAL ANATOMY II (2-3-3.0)

This course includes the study of the structures of the human body and the normal function of its specialized systems. Special emphasis is placed on surgical anatomy.

Prerequisite(s): Successful completion of prior program requirements.

SUR 112 SURGICAL PRACTICUM I (0-12-4.0)

This course includes the application of perioperative theory under clinical supervision.

Prerequisite(s): Successful completion of prior program requirements.

SUR 114 SURGICAL SPECIALTY PRACTICUM (0-21-7.0)

This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.

Prerequisite(s): Successful completion of prior program requirements.

SUR 116 BASIC SURGICAL PROCEDURES (1-6-3.0)

This course is a study of basic surgical procedures to include intraoperative routines, sutures, medications, and anesthesia.

Prerequisites: Successful completion of prior program requirements.

SUR 120 SURGICAL SEMINAR (2-0-2.0)

This course includes the comprehensive correlation of theory and practice in the perioperative role.

Prerequisite(s): Successful completion of prior program requirements.

TEL 202 CONCEPTS OF TELECOMMUNICATIONS (3-0-3.0)

This course is the study of the most common telecommunications networks, including topologies, switching operations, local loop operations and telephone circuit operations.

Prerequisite(s): EET 145

TEL 240 FIBER OPTIC THEORY (2-0-2.0)

This course is the study of the basic theory of Fiber Optics Transmissions. Topics include O/E conversion, multiplexer design and SONET standards.

Prerequisite(s): EET 145

****THE 101 INTRODUCTION TO THEATRE (3-0-3.0)**

This course includes the appreciation and analysis of theatrical literature, history, and production.

Prerequisite(s): ENG 100*, RDG 100*

WLD 102 INTRODUCTION TO WELDING (1-3-2.0)

This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.

Prerequisite(s): Permission

WLD 103 PRINT READING I (1-0-1.0)

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 105 PRINT READING II (1-0-1.0)

This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic

sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used in pipe layouts are included.

Prerequisite(s): WLD 103

WLD 106 GAS AND ARC WELDING (2-6-4.0)

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

WLD 113 ARC WELDING II (2-6-4.0)

This course is a study of arc welding of ferrous and/or nonferrous metals.

Prerequisite: WLD 106 or permission.

WLD 115 ARC WELDING III (2-6-4.0)

This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

Prerequisite(s): WLD 113

WLD 117 SPECIALIZED ARC WELDING (2-6-4.0)

This course covers arc welding processes for industrial purposes.

Prerequisite(s): WLD 115

WLD 132 INERT GAS WELDING FERROUS (2-6-4.0)

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

Permission: WLD 117

WLD 136 ADVANCED INERT GAS WELDING (0-6-2.0)

This course covers the techniques for all positions of welding ferrous and nonferrous metals.

Prerequisite(s): WLD 132

WLD 154 PIPE FITTING AND WELDING (3-3-4.0)

This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes.

WLD 208 ADVANCED PIPE WELDING (1-6-3.0)

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and nonferrous metals.

Prerequisite(s): WLD 136

WLD 212 DESTRUCTIVE TESTING (1-3-2.0)

This course covers the destructive testing methods used in the evaluation of welds.

Notes

**See Prerequisites, p. 262 / **See Technical College Courses Transferable to Senior Institutions, p. 30*

Faculty and Staff Listing

ABELL, PATRICIA P., Vice President, Planning & Information Resources (Ph.D., Higher Education Administration, Illinois State University)

ADAMS, KRISTEN L., Program Coordinator/Instructor, Medical Assisting (A.O.T., Spartanburg Community College)

ALEXANDER, CYNTHIA J., Instructor, Multi-Skilled (R.N.; B.S.N., Berea College, Kentucky)

ALEXANDER, TRACIE D., Program Director, Professional Development, Corporate and Community Education (B.S., Interdisciplinary Studies, University of South Carolina; M.S., Human Resource Development, Clemson University)

ALIMAGHAM, M. MATTHEW, Instructor, Computer Technology (A.A., Data Processing Technology, B.S., Engineering Science with Concentration in Engineering Math and Computer Science, University of Louisville; M.S., Public Health in Hospital Administration, Tehran University; Certificate of Graduate Study, Higher Education Leadership, University of South Carolina)

ALT, SUSAN A., Administrative Specialist, Book Inn

ANDERSON-HUCKS, CHERYL M., Director of Marketing and Public Relations (B.A., Journalism and Mass Communications, University of South Carolina)

AUTENZIO, ELLEN H., Instructor, English, Transitional Studies (B.A., English; M.A., English, The University of Alabama in Huntsville)

BABCOCK, ABIGAIL S., Instructor, Biology (B.S., Biology, Radford University; Ph.D., Biological Sciences, Clemson University)

BACKMAN, JON M., Program Coordinator, Accounting (B.B.A., Evangel College; M.B.A., Southwest Missouri State University)

BAGWELL, JASON G., Department Head, Horticulture (B.S., Agronomy; M.S. Agriculture Education, Clemson University)

BAILEY, RHODAL (Cindy), Human Resources Specialist, Human Resources (B.A., Business Administration, Converse College)

BALLENGER, DENA B., Administrative Specialist, Aim Center

BARBER, DAVID W., Maintenance Supervisor, Physical Plant

BATCHELOR, KELLIE E., Administrative Specialist, Corporate and Community Education, Cherokee County Campus (A.A.S., Office Systems Technology, Spartanburg Community College)

BAUSS, CELIAN., Registrar, Student Records (B.S., Sociology / English, Clemson University; M.Ed., Community and Occupational Education, University of South Carolina)

BEACH, KATHY C., Payroll Specialist, Human Resources

BELK , ANN R., Instructor, Surgical Technology (Diploma, Surgical Technology; A.A.S. Occupational Technology, Spartanburg Technical College; B.S. Human Resources , Southern Wesleyan University)

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